

Norwich Board of Listers
Special DRAFT Minutes
December 12, 2018 at 2:30 PM

Present; Cheryl Lindberg, Kris Clement (arrived at 3:00 PM), and Dennis Kaufman, Listers. Spencer Potter, Contracted Assessor. Colleen Hammond, Administrative Clerk

Item 1: Time meeting: 2:31 PM

Approx. number in audience: 0

Item 2: Review and approval of agenda – Action Item

Agenda was corrected to reflect November 7th minutes not November 11.

Kaufman moved to accept the agenda as corrected: Lindberg 2nd: Vote was: Unanimous

Item 3: Public Comments – No public present

Item 4: Review and approve draft minutes from Lister Meeting 11/07/18, and 28th, 2018

November 07 meeting notes;

Lindberg moved to approve minutes from November 7, 2018 Kaufman 2nd Vote was: Unanimous

November 28 meeting notes - Correction made to Item 5 to read, December 12, 2018

Kaufman moved to approve minutes Lindberg 2nd Vote was: Unanimous

Item 5: Homestead Declaration changes to grandlist

Action Item: Potter and Hammond are going to work on getting the E&O changes for the final grandlist to the Listers for approval, so it can be submitted to the Town Clerk.

Item 6: Receive and discuss monthly report/invoice from contract assessor

Action Item: Monthly report submitted by Potter, along with monthly invoice.

Kaufman promised to reach out to New England Muni Resource CTR (NEMRC), regarding converting cama software from AssessPro to Microsolve. Kaufman asked Hammond to research old APEX files from server regarding sketches.

Per email from the Town Manager to the Listers; Norwich Housing Corp. has opted to be removed from exempt contract status.

Maps will be taken over again by the Listers from Planning/Zoning. Listers are looking into current funds available for updated to maps that go back as far as 2017.

Potter will be visiting permitted properties. A letter will be sent to those permitted and posted on ListServ, permittees will have the opportunity to go on-line and choose a time within Potters schedule, or call Hammond for help.

*Drake settlement to remain as is at \$380,000.

Motion made by Clement to approve Drake Settlement. Kaufman 2nd Vote was: Unanimous

*November 2018 invoice is: \$2,694.04.

Kaufman moved to receive Potters report and approve invoice. Clement 2nd Vote was: Unanimous

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Item 7: Discuss grandlist changes with contract assessor

Covered under #6

Item 8: Open permit inspections

Covered under #6

Item 9: Discuss AssessPro/Patriot training with contacted assessor

Covered under #6

Item 10: Budget Preparation – F/Y 2020

Discussion Only: Lindberg distributed a memo for the Selectboard from the Listers to present at the next Selectboard meeting.

Kaufman tendered his resignation with the Town Clerk effective January 1, 2019

Item 10: Next meeting date

December 19, 2019 at 3:00 PM

Item 11: Adjourned at 4:00 PM

Kaufman Moved to adjourn. Clement 2nd: Vote was: Unanimous

Cheryl Lindberg, Lister Chair