

Norwich Board of Listers
DRAFT Minutes
January 09, 2018 at 3:00 PM

Present: Cheryl A. Lindberg, Kris Clement (via phone) Listers. Spencer Potter, Contract Assessor. Colleen Hammond, Administrative Clerk.

Public present: Pam Smith and Doug Wilberding

Item 1: The meeting was called to order at 3:01 PM by Lindberg.

Item 2: Review and approval of agenda

Clement moved to approve the agenda Lindberg 2nd Vote: Unanimous

Item 3: Public Correspondence/Comments

- Letter from State of Vermont – 2018 Equalization - new CLA 98.09% and COD 8.63%
- Request for transmittal of Final 411 – Mr. Potter submitted final 411 to State today.

Listers received the above correspondence.

Public comments: Doug Wilberding had several questions for the Listers regarding the recent letter he received about an open zoning permit and wanted clarification. The Listers answered his questions and thanked him for coming to the meeting.

Item 4: Clement moved to approve minutes from December 19, 2018 Lindberg 2nd
Vote: Unanimous

Item 5: Receive and discuss monthly report/invoice from contract assessor

The Listers reviewed Potters monthly report, asking questions about the work he did during December. Potter provided a report from the AssessPro software for the Listers to review which reflected assessment changes to the working grandlist since April 2, 2018. He will provide this report monthly going forward and amend it to include new parcels, so all assessment changes can be listed.

The Listers asked Potter to review the Norwich Housing Corporation valuation, when it changed last over the period 2012 – 2018 and what his recommendation would be for an assessment now that the property is not paying the Town under a PILOT arrangement.

No appointment has been coordinated with Ed Clodfelter yet and Lindberg asked Potter to make the appointment on a Wednesday in Norwich which will allow the Listers to participate.

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Clement moved to accept Potter's report and approve his invoice for December 2018 of \$2,671.64. Second by Lindberg. Motion passed unanimously.

Item 6: AssessPro/Patriot Properties/NEMC software - Lindberg began the discussion stating that the Listers want to know what Potter will need to finalize the Abstract and Grandlist for this next year using the AssessPro software. He will require assistance from NEMC, both with the Abstract and Grandlist and with Current Use. Clement wants to get this communicated to Patriot Properties/NEMC as soon as possible to get a commitment to come assist Spencer when needed. Clarification of specific dates and cost will be requested. Potter stated he will be ready for the assistance at any point they can schedule it. Clement will draft a letter for the Listers to review and send.

Item 7: Inspections: The Listers asked about the open zoning permit inspection process. About 24 letters were sent to start the process. The Listers asked that all the additional letters be issued with changes discussed earlier, so that appointments can be made by February 8th and inspections can be done on or before April 1, 2019. Hammond will send the letters by the end of the week.

Inspections of properties that sell during the period were discussed and it was agreed that an inspection can occur, but that changing only properties that sell during the period would be considered "sales chasing". Potter agrees with this. Lindberg stated that the former contract assessor changed assessment values for parcels that sold and she was under the impression that this was acceptable, since NEMC stood firm on the fact that the sales price was the fair market value of the property. Clement wants this to be discussed with PV&R and will coordinate a conference call meeting between the Listers, Potter and PV&R to clear this up.

Since the Town is not in a reappraisal cycle, the Listers confirmed with Potter that inspections were not part of his current contract. If the Listers develop a plan for random inspections, he is open to discussing this under his next contract. Potter stated that the two years of inspections at the office by NEMC before their departure are not going to be valuable to a future reappraisal and this was agreed by the Listers.

Item 8: Budget FY 2020 – discussion – Lindberg was given the go ahead to discuss the Lister's budget with the SB at their meeting tonight. Topics would include the designated Reappraisal Fund, the funding received annually by the Town from the State of Vermont for reappraisal work, software conversion expense and NEMC expense needed to assist Potter.

Item 9: A motion was made to adjourn by Clement, seconded by Lindberg. It passed unanimously and the meeting adjourned at 4:50 pm.