

**Norwich Board of Listers**  
**FINAL Minutes**  
**November 7, 2018 at 3 PM**

**Present:** Cheryl A. Lindberg, Dennis Kaufman and Kris Clement (via phone), Listers. Spencer Potter, Assessor, and Colleen Hammond, Assistant

**Time meeting:** 3:04 PM

Approx. number in audience: 0

**Item 1: Review and approval of agenda**

Suggestion to discuss DRAKE property. – Added as Item 8

Kaufman moved to accept the agenda as amended. Clement 2<sup>nd</sup>: Vote was Unanimous

**Item 2: Public Comments – N/A**

**Item 3: Review and approve draft minutes from Lister Meeting 10/10/18**

Addition of wording in Item 5.

Clement moved to accept the minutes as amended. Kaufman 2<sup>nd</sup>: Vote: was Unanimous

**Item 4: Listers budget discussion and finalize FY2020**

*Discussion Only:* Lindberg mentioned the current budget is \$90,357.00. Kaufman discussed changing over from current assessing software to NEMRC's Microsolve software, after this year's grievance process. Potter recommended contacting NEMRC to do the transfer to a new system, before moving ahead with a transfer to a new system.

Potter discussed his concern with staying with Patriot, since it appears they have implied they do support the end-users, but it's an additional cost to the Town.

Kaufman suggested starting a new reappraisal in 2020.

Homestead Declaration Grand-List report was requested of Potter by Lindberg

**Item 5: Report from Colleen Hammond (office clerk), regarding training session from October 16, 2018**

Discussion: Hammond explained how the State suggests setting up property file(s) by color, and placing years of data within binders. Hammond feels the Town of Norwich is on track and current within these guidelines. No change in the office organization is recommended.

Kaufman moved to accept Hammonds report. Clement 2<sup>nd</sup>: Vote: was Unanimous

**Item 6: Monthly report, invoice, and training from October 17, 2018 with AssessPro software from Spencer Potter (contracted assessor).**

Discussion: Potter felt the training was quite informative with Krajeski. He feels things are coming together with his knowledge of Norwich. Potter also mentioned his discussion on flowage appeals with Durfee and the process they would like to take.

October 2018 invoice is: \$2,133.87

Action- Potter mentioned he has not yet started visiting permitted parcels but will be shortly.

Lindberg asked Potter to prepare for the next meeting a plan for inspecting outstanding permits for the 04/01/2019 Grand-List.

**Norwich Board of Lister**  
**FINAL Minutes**  
**November 7, 2018 at 3 PM**

Kaufman moved to accept Potters report and approve his October 2018 invoice.  
Clement 2<sup>nd</sup>: Vote: was Unanimous

**Item 7: Set Date for next meeting**

November 28 at 2:30 and December 12 at 2:30.

Kaufman moved to accept the upcoming dates. Clement 2<sup>nd</sup>: Vote: was Unanimous

**Item 8: Discussion of DRAKE property** – Brief discussion only

**Item 9: Adjourned at 4:28 PM**

Kaufman Moved to adjourn. Clement 2<sup>nd</sup>: Vote: Unanimous

Cheryl Lindberg, Lister Chair