

Norwich Board of Listers
Draft Minutes
April 10, 2019

Present: Cheryl A. Lindberg, Kris Clement and Pam Smith, Listers; Contract Assessor, Spencer Potter; Admin Clerk, Masaki Schuette.

Item 1: The meeting was called to order at 3:06 pm.

Item 2: Review and approval of agenda

Lindberg requested to add two more items to the agenda. Clement moved to accept the agenda as amended, second by Smith. Vote was unanimous.

Item 3: Public Comments

No public was present. Lindberg thanked Miranda for updating the Listers page on the Town website.

Item 4: Review draft minutes

Clement moved to approve the draft minutes for February 06, February 21, and February 26, 2019 as drafted, seconded by Lindberg. Clement and Lindberg voted in favor. Smith abstained.

Smith moved to approve the draft minutes for March 06, March 08, 2019, seconded by Clement. Vote was unanimous.

Item 5: Follow up – NEMC support

Bill Krajewski (former Assessor) helped Potter to move data to NEMRC from AssessPro this afternoon via internet connection. The work moved names and addresses data today. No discussion of “Abstract” date between them today. The Listers want Potter to email Krajewski for “Abstract” support, possibly mid to end of May.

Item 6: Monthly report from contract assessor

The Listers reviewed the monthly report and thanked Potter for the information. All the properties transfers have been entered to date, but more may still come in. There are still properties to be inspected for permit they obtained. There are about 20 permits yet to be inspected.

Norwich Senior Housing property – No PILOT payment going forward. Do we need to have an updated assessment? Potter’s recommendation is not to change existing assessment. He did note that the assessment is not using the Land Table; the land amount appears to be plugged. Also a depreciation factor is applied to this property that doesn’t appear on any other parcel in town. Listers will leave the assessment as is based upon Potter’s recommendation.

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Split Tax bill: if there are 2 parcels that are owned by the same person, they usually get one combined tax bill. However, there is a case that an owner needs two different tax bills because two different banks are involved in escrowing taxes. Potter suggested the solution to this problem is to create two different accounts by re-activating the second property parcel ID and re-activate account number for this parcel. This solution should be applied on a case-by-case situation. Smith moved to have Potter adjust the grandlist so two tax bills can be created. Clement seconded. Motion passed unanimously.

Lindberg mentioned that the Town Manager has notified everyone that if anyone needs support from Tad (IT), we now need to contact TM's office first (Rod is backup).

Potter's Report – Smith moved to accept the monthly report. Clement seconded. Vote was unanimous.

Item 7: Monthly invoice from contract assessor

Clement moved to approve the March 2019 invoice for \$2,710.83 from VT Municipal Assessor. Smith seconded the motion. The vote was unanimous.

Item 8: PVR-317 Application from Willing Hands Enterprise

PVR-317 is an application for property tax exemption for public, pious or charitable property owners. Willing Hands Enterprises (a NH non-profit business) is the applicant. In the application, there is one answer that the Listers need to clarify to make their decision. Also, Potter mentioned that Listers could seek a legal opinion from town attorney to support their decision. Lindberg will contact the applicant to clarify the answer to question #7 and contact the town attorney for a legal opinion. Motion was made by Smith to approve the applicant's request pending a legal opinion from the Town's Attorney supporting this decision. Clement seconded. Vote was unanimous.

Item 9: Welcome new admin clerk; educational courses, office schedule

The Listers welcomed the new Admin Clerk. There will be some educational courses in near future for her to attend. The office schedule is posted on the door and website.

Item 10: Invoice from Tad Richardson (IT)

Listers were asked to pay over half of the current IT invoice from the Listers' budget. However, there is no IT support line item in our budget for this because it has always been budgeted under General Administration expense. We are using the same server as other offices in the town hall. Motion was made by Smith to respectfully decline approval of this invoice for the reasons mentioned. Clement seconded. Vote was unanimous.

Item 11: Listening Session – PV&R RFP for grandlist software

Lindberg presented the documents she obtained at the listening session held at the Hartford municipal building on Monday regarding the State's RFP for new grandlist

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software. PV&R is moving around the State to obtain feedback on the process. The date of the new grandlist software full implementation is 7/1/2020.

Item 10: Next meeting date

Possibly May 15, 2019, depending upon when Potter will be preparing the Abstract and needing the Listers to approve.

Item 11: Adjourn

Lindberg moved to Adjourn. Smith seconded. Vote was unanimous. Meeting adjourned at 4:47 pm.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers