

**Norwich Board of Listers**  
**Listers Meeting – 3:00 pm**  
**Wednesday, May, 15 2019**  
**Draft Minutes**

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

Town Manager, Herb Durfee joined the meeting at about 4:30 pm

1. The meeting was called to order 3:18pm
2. Review and approval of agenda -  
Smith moved to accept the agenda, Clement second. Vote was unanimous.
3. Public Comments -  
No public was present.
4. Review draft minutes – April 10, 2019  
Clement moved to approve draft minutes of 04/10/2019 meeting, seconded by Smith. Vote was unanimous.
5. Follow up – NEMC support  
Potter is not ready to ask NEMC for support yet. He first needs approval from the Listers of the changes in assessments he has entered into AssessPro. He is working on a few last items. Also, Current Use is not final yet. Potter is planning to ask NEMC to assist him on May 22<sup>nd</sup> with support to move data from AssessPro to NEMRC grandlist module.
6. Invoice from NEMC -  
Invoice #2019-35 for \$80.00 for support with AssessPro was reviewed. Clement moved to approve the invoice, second by Smith. Vote was unanimous.
7. Monthly report from contract assessor -  
Potter has finished all inspections for open permits issued. Data has been entered to AssessPro, except splits. Total change to grandlist value won't be amount on the "Change of Assessment" report because there isn't data for tax exemption in the AssessPro system. Lindberg asked Potter about the utilities that have sent info to the Listers; Potter said that all of those changes will be entered into the NEMRC grandlist module.  
Clement moved to approve contract assessor's list of "Change of Assessment", second by Smith. Vote was unanimous.
8. Monthly invoice from contract assessor  
Reviewed- Clement moved to approve April invoice, second by Smith-motion passed unanimously.
9. PVR-317 Application from Willing Hands Enterprise -  
Listers confirmed their decision to approve tax-exempt status for Willing Hands Enterprises with the report from the Town's Attorney.

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10. Green Mountain Power's Property Tax Valuation -  
Listers office also received the statement from State of Vermont for Utilities. Potter has entered data into AssessPro.
11. Vermont Transco Property evaluation -  
Same as above.
12. Possible Abstract Grand List Date -  
Potter is planning to request support from NEMC next Wednesday, May 22<sup>nd</sup> to move all data to NEMRC grandlist module. Potter will then have the Abstract done on May 29<sup>th</sup>. Listers will send Change of Appraisal notice letters to the property owners whose properties assessments have changed. In the letter, there will be the instruction how to grieve, as well as the date of Grievance hearings. The letters should be mailed under certified mail, registered mail, or certificate of mailing to avoid controversy.
13. Grievance due date & hearing date -  
Listers will plan to hold grievance hearings on June 12, 2019 and that will be the last day for submitting a grievance by 4:30 pm. This is based upon the needed support from NEMC on May 22<sup>nd</sup>.  
June 14, 2019 will be the date the Listers do any inspections and hold their deliberative session.
14. Town Manager  
Listers invited Town Manager, Herb Durfee to the meeting to clarify office status with regard to duties, budget and other matters that the Listers wanted to better understand. The discussion was beneficial for clearing up recent confusion.
15. Next meeting date  
3:00pm, Wednesday, May 29, 2019
16. Adjourn  
Clement moved to adjourn. Smith seconded. Vote was unanimous. Meeting adjourned at 5:15pm.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers