

Norwich Board of Listers

Listers Meeting – 2:00 pm
Wednesday, July 10, 2019
Listers' Office, Tracy Hall

Draft Minutes

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

1. The meeting was called to order at 2:03 pm
2. Review and approval of agenda
Lindberg suggested adding approval of “the Grievance Hearing draft minutes” to the agenda. Smith moved to approve the addition to the agenda. Lindberg 2nd. Smith moved to approve the agenda with one addition, Lindberg 2nd. Vote was unanimous.
3. Public Comments –
No member of the public present.
4. Freeze AssessPro
Potter has already started working to freeze 2019 data in AssessPro. Potter has emailed to Tad Richardson (IT) and KK (Patriot Property) so that they can coordinate to create 2019 database.
5. Assessor's Invoice and Report – Review / action
Listers reviewed Potter's report of June 2019.
 - There have been many address changes, and there are a few places they need to input those changes today. Going forward, Potter would go to Finance department and discuss the procedure.
 - Passwords in NEMRC changed, and going forward, Listers like to make sure Potter (with Listers' Admin Clerk help) to be in charge of Grand List.Listers reviewed Potter's Invoice of June, 2019.
Clement moved to approve Potter's Invoice, Smith 2nd. Vote was unanimous.
6. June 12th, Grievance Hearing minutes
Smith motioned to approve “June 12th, Grievance Hearing Draft Minutes.” Clement 2nd. Vote was unanimous.
7. Approval of July 03 Meeting Draft Minutes
Lindberg suggested amending the draft with adding the education Grand List value of \$7,504,857.96. Clement moved to approve the amended July 3rd Meeting draft minutes. Smith 2nd. Vote was unanimous.
8. Patriot Property Support update
Lindberg presented correspondences with Patriot Property. Listers discussed the cost of their support and License, and Listers reviewed Patriot property invoice No. 15040. Clement moved to make an motion to approve Invoice No.15040. Smith 2nd. Vote was unanimous.
9. Training for Listers' office Admin Clerk

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Lindberg suggested Schuette to go to Listers' class and/or a class for Listers' Office management. Listers will watch out notification emails from the State about these classes to let Schuette know.

Potter will train Schuette for AssessPro and NEMRC, when he is ready.

Listers like Schuette to be ready for next year's Grand List, she can make a list with what need to be done in order to publishing Grand List timely and smoothly. (Benefit to make this years' Timeline for next year)

10. Next meeting

Smith moved to approve having every 2nd Wednesday of the month at 2pm as their regular meeting date. Clement 2nd. Vote was unanimous. Next meeting is August 14th, 2019 at 2 PM.

11. Clement motioned to adjourn this meeting at 2:49 pm, seconded by Smith. Vote was unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers