

**Norwich Board of Listers**  
Listers' Meeting - 3:00 pm  
Wednesday, October 09, 2019  
**Draft Minutes**

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

**Public:** Mike McCarthy

**1. The meeting was call to order at**

3:03pm

**2. Review and approval of agenda – action**

Clement moved to change the order of agenda #6 up to be after Public comments. Seconded by Smith. Vote was unanimous.

**3. Public Comments – No comments from public.**

**4. 43 Norwich Meadows Unit 9**

Assessor Potter gave an explanation of an issue regarding 43 Norwich Meadows Unit 9 (Owner Susan McCarthy.) There was conflicting information in Unit 9 and Unit 8 at 43 Norwich Meadows. Potter had discovered a mistake in one of the amendments issued about 20 years ago; unit 9 and unit 8 was switched. The condominium association filed another amendment to correct the information, however, the amendment was never recorded in Grand List. Mike McCarthy representing his daughter, Susan McCarthy expressed interest in having the information on the property card updated as soon as possible. Assessor Potter recommended updating property card information only for in Grand List in 2020. McCarthy understood that only the information to the property card would be updated for 2019, any change to Assessment would occur in 2020.

Smith motioned to approve Assessor Potter's recommendation to update information on the property record card for 2020. Lindberg 2<sup>nd</sup>. Vote was unanimous. Lindberg 2<sup>nd</sup>. Vote was unanimous.

Mike McCarthy left the meeting at 3:30 PM.

**5. Approve of Sept. 11 meeting draft minutes – review / action**

Clement moved to approve Sept. 11 draft minutes, Smith 2<sup>nd</sup>. Vote was unanimous.

**6. Assessor's Report and Invoice for September – review / action**

Listers discussed Assessor Potter's report for September. Listers asked Potter for any requests from him for Listers budget FY2021. Potter suggested that Listers make sure to put aside sufficient funds (funds from the State and the town) for a town wide re-appraisal. Lindberg asked Potter if the State had already decided which software they are going to use for Grand List. Potter said he would not have heard any decision, however, he added that they might have decided but not published yet. Lindberg suggested adding some expenses to the budget for Grand List Software update in anticipation of the State changing software.

Listers talked about update of CLA, Homestead download and revised Tax bill. Listers agreed to hand out Excel file of name and addresses of Norwich property owners to local non-profit organization.

Lindberg moved to accept Assessor Potter's September Report and to approve his September Invoice. Clement 2<sup>nd</sup>. Vote was unanimous.

## **7. Adjourn**

Lindberg moved to adjourn the meeting, seconded by Clement. Vote was unanimous. The meeting adjourned at 4:15.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers