

**Norwich Board of Listers**  
Listers' Meeting - 3:00 pm  
Wednesday, December 18, 2019  
**Draft Minutes**

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

**1. Call to order**

Lindberg called the meeting to order at 3:03 PM.

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

Smith moved to approve the agenda, Clement 2nded. Vote was unanimous.

**3. Public Comments –**

No public was present.

**4. Follow up - the request from the District Adviser to change Fire District Properties (#09-029.100 / #09-036.100) from voted exemption to tax exempt. - review / action**

Potter clarified that our District Adviser did not ask to change the classification, but asked **why** it is voted not tax exemption. Town Clerk confirmed to Potter that it was voted by Norwich citizens to be tax exempt until voted otherwise. Listers confirmed that when our District Adviser calls back we can inform that these two Fire district properties continue to be classified under Voted Exemption for above reason.

**5. Properties with unfinished percentages – discussion**

Lindberg pointed out that in our system; some permits are closed even though the property is not 100% completed. Lindberg suggests that the Listers follow up on these parcels each year to confirm whether the unfinished portion has been completed. Listers would then have right to revisit to see the completed square footage. Listers discussed with the Assessor whether he would close permits until he is able to say "100%" complete. He indicated that by keeping a permit open, he can remember to follow up the next year or so. Clement said she sees that if we have to bother property owners to get 100% completion every year even after 10-15 years from time they got permits would become a problem. Potter said that he usually checks back about 3-4 years after, but not longer than that time-frame. Lindberg asked Potter if he is able to print a list of those properties that have unfinished square footage ("not 100% complete). He said he would hope to get that for us and will work with Patriot Properties if he needs assistance. Clement requested that Potter let them know how many properties show up on the list, before printing it out.

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

Listers reviewed Potter's November report. Lindberg asked what is going on with Current Use and Potter said that he believes the State is close to being finished with the updates.. Homestead Declaration downloads appear to be finished. Listers and Potter discussed Potter's office hours due going forward. Listers agreed that his hours do not change and property owners need to work within his specified office hours. Smith **moved** to approve Potter's invoice and accept his report, seconded by Clement. Motion passed unanimously.

**7. Listers' E&O documents for Billed 2019 Grand List – review / action**

Listers reviewed the list of properties that have Homestead Declaration changes after the Grand List was lodged with the Town Clerk in July of 2019. These are changes that the Listers can do without

requiring a meeting with the Selectboard. Listers signed PVR-4261-H form to submit to the Town Clerk.

**8. Approve draft minutes from Listers' meeting on Nov. 13th, 2019 – review / action**

Before approving this draft minutes, to conclude #8 of Nov. 13<sup>th</sup> draft minutes, Listers had a conversation with Rod Frances; director of Planning and Zoning, over the phone. They agreed that Frances would be in charge of getting On-Line Tax Maps done by June 30, 2020. The initial installation fee would come out of Listers FY2020 budget, but after installation, Planning and Zoning department will take over annual maintenance cost under their budget. Clement **moved** to approve draft minutes of Nov. 13<sup>th</sup> 2019, Listers' meeting, seconded by Clement. Vote was unanimous.

**9. Listers' Budget FY2021 – discussion**

Listers reviewed their budget they submitted to the Selectboard, and reviewed the points that they would like to discuss in their budget at the Select Board meeting this evening, specifically the designated fund for town-wide reappraisal being funded.

**10. Report on “411 Reconciliation Webinar” from Administrative Clerk.**

Schuette took Webinar workshop for “411 Reconciliation” on December 3<sup>rd</sup> 2019. She reported an importance of monthly reconciliation for the 411. Also, to make a note in NEMRC system on each property where changes occurred so that at the end of year, Listers can find where changes are happened easily. If there are many Errors and Omissions, NEMRC recommended reconciling every week. Schuette feels that it was very educational webinar and was glad to have participated. The Listers thanked her for her report.

**11. Next meeting**

Wednesday, January 8<sup>th</sup>, 2020 3:00 PM

**12. Adjourn**

Smith moved to adjourn the meeting at 4:40 PM. Clement seconded. Vote was unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers