

Norwich Board of Listers
Listers' Meeting - 3:00 pm
Wednesday, February 12, 2020
Draft Minutes

Present: Cheryl Lindberg and Pam Smith, Listers; Spencer Potter, Contract Assessor; Masaki Schuette, Administrative Clerk. Rod Francis, Planning & Zoning Director

Regrets: Kris Clement, Lister

1. Call to order

Lindberg called the meeting to order at 3:00 PM.

2. Review and approval of agenda – action

Lindberg suggested adding the PTT we received to agenda, regarding the merger of parcels #11-048-000 and #11-047-000. Smith **moved** to approve the agenda as amended, second by Lindberg. **Vote was unanimous.**

3. Public Comments / correspondence

No member of public was presented.

Lindberg mentioned Kris Clement's loss and said that our thoughts are with her during this time of grief.

Rod Francis arrived at the meeting at 3:07 pm, Lindberg suggested to move agenda item #8 up so that Francis can give his update.

4. Update Tax Map from Rod

Adam from NEMRC will be here to scan about 40 pages of maps tomorrow morning. He might have some questions if there is any mismatch of information between Grand List and Tax Map, paper version of the updated map will be made for Town Clerk should be ready in 3-4 weeks; interactive online map should be ready within a couple of months. Francis has the same understanding as Listers, that NEMRC will maintain the online version, and "update" every year. There will be a link on our Town website for people to click on and that would supposed to bring them to the interactive version of the map site.

(Francis left the meeting around 3:25 PM.)

5. Update from our Assessor on Permits outstanding - discussion

After receiving NEMC email regarding permit and recording results, Assessor Potter and Admin Clerk Schuette will re-prioritize old permits so that Potter is able to visit them before April 1st.

5a. Parcel merger for #11-048-000 and #11-047-000 – discussion

New deed was recorded at Town clerk's office for Parcel ID #11-048-000 and #11-047-000 as merged parcel; however, there is no zoning permit to merge from Planning and Zoning department. Potter asked Listers if they like him to change assessment even though there is not permit. Listers agreed not to change our data at this time, but they will send a notice to the property owner's attorney about not being able to change our data, and recommend the property owner contacting Planning and Zoning department.

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

Listers reviewed Assessor's report. He had 18 visits of current permits, he submitted final 411 to the State of Vermont. Listers asked Potter to contact NEMC to inquire about availability for supporting our data transfer for 2020 Grand List.

Smith **motioned** to accept Assessor's report of January and approve his invoice #1196. Lindberg seconded. **Vote was unanimous.**

7. Property # 10-208-000 157 Union Village Rd. own by Ruth Sylvester Trust withdrawing 1.2 Acres current use – review

Listers agreed on our Assessor's assessment of the 1.2 Acres of land being withdrawn from Current Use. Listers also agreed that going forward, when requested, Assessor should submit to the State his Current Use assessment calculation without prior Lister approval. Such actions taken by the Assessor should be included in his next monthly report to the Listers.

Also, Listers plan to review the policy on subdivisions at their next meeting.

8. RFP (Request for Proposal) for a reappraisal – discussion

Smith and Lindberg will be at Listers office on Tuesday, 18th at 1:00pm to draft a Request for Proposal for a town-wide reappraisal.

9. Approve draft minutes from Listers' meeting on Jan. 8th, 2020 – review / action

Smith **moved** to approve the draft minutes from Listers' meeting on January 8th, 2020. Lindberg seconded. **Vote was unanimous.**

10. Posting a reminder for HS-122 filing on Norwich Listserv. – discussion

Listers will draft a post for the Norwich Listserv about filing HS-122 on time.

11. Town Officers Education Conferences

Lindberg and Smith are planning to attend Town Officers Education Conference on Wednesday, April 8th, 2020, 9 AM – 4 PM, at Lake Morey in Fairlee, VT.

12. Administrative Clerk Annual Review - discussion

Annual review for Administrative clerk Schuette is coming up; Listers will discuss it in next meeting, on March 11, 2020.

13. Adjourn

Smith **motioned** to adjourn the meeting, seconded by Lindberg. The meeting adjourned at 4:58 PM. Vote was **unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers