

Norwich Board of Listers
Listers' Meeting - 3:00 pm
Wednesday, March 18, 2020

Draft Minutes

Present: Cheryl Lindberg, Chair (via telephone); Pam Smith, Listers; Spencer Potter, Contract Assessor; Masaki Schuette, Administrative Clerk.

Regrets: Kris Clement, Lister.

1. Call to order

Lindberg called the meeting to order at 3:01 pm.

2. Review and approval of agenda – action

Smith **moved** to approve the agenda with possibility of postponing some of the agenda. Lindberg seconded. Carried unanimously

3. Public Comments / correspondences --

No member of public was present.

Kris Clement has submitted her resignation. The Listers accepted her resignation with regret and expressed thanks for her service.

4. Follow up Parcel merger for #11-048-000 and #11-047-000 – review / discussion

Grossman & Ripps called to state that their clients wants to merge two parcels of their three parcels. The property owners want the newly-merged parcel and the other parcel on one tax bill. The Assessor stated that this will be done as a matter of course. When the “corrected deed” is received, the Listers need to determine if there should be an adjustment in valuation of the newly-merged parcel. The “corrective deed” must be received before April 1, 2020 for the 2020 Grand List.

5. Update from our Assessor on Permits outstanding – discussion

The Assessor has approximately 40 properties outstanding. Due to Covid-19 epidemic, the State is strongly recommending not doing interior inspections. Our Assessor will follow that recommendation. The Assessor estimates that approximately 10 permits would need interior inspection. Some homeowners are allowing the Assessor to see progress from the door without entering the home. The Listers are assuming an April 1 deadline for the Grand List, unless told otherwise by the State.

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

Listers reviewed our Assessor's report. Potter reported that there are no issues of visiting parcels so far. People are cooperative. Lindberg asked Potter if he was able to contact Bill Krajeski for transferring data from AssessPro to NEMRC for 2020 Grand List. Potter sent an email approximately 2 weeks ago, but he has not heard back from him. Potter said he will follow up with Krajeski to schedule the year end work on the Grand List.

Smith **moved** to accept Assessor's report and to approve Invoice #1200 dated March 1, 2020. Lindberg seconded. Carried unanimously.

Norwich Board of Listers
Listers' Meeting - 3:00 pm
Wednesday, March 18, 2020

7. Grand List Cleanup – discussion

Lindberg asked about the valuation of new construction when entered in the CAMA software. Assessor explained that the valuation will be adjusted to the CLA %. The CAMA system (including our AssessPro) does the calculation automatically.

Lindberg asked Potter his opinion about this “Grand List Clean Up” documents that were emailed to Listers from our district advisor Cy Bailey. Potter said that this is for the Towns that use the State CAMA system; Norwich doesn't use same software, so this would not apply to us. Current Use download, we cannot download them yet, until we move all the data to NEMRC, because we don't use State CAMA system, so the work flow is opposite.

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

Because Lindberg is out of town, Smith suggested postponing this discussion until she is back. Smith and Lindberg will keep working on draft RFP.

9. Approve draft minutes from Listers' meeting on Feb. 12, 2020 – review / action

Smith suggested postponing approving the draft minutes from Feb. 12, 2020 meeting until Lindberg is back in town. (Lindberg is not able to open the document in her computer to approve at this time.)

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

Due to the COVID-19 epidemic, things are changing every day. The Listers decided to see if there would be any changes from the State for the Homestead Declaration deadline before posting.

11. Administrative Clerk Annual Review - discussion

Listers agreed to postpone Administrative Clerk's Annual review until Lindberg returns.

Listers asked Spencer to email any feedback he has regarding working with Masaki over the past year.

12. Next Meeting Date

April 8, 2020, 3:00 pm at Listers' office, Tracy Hall

13. Adjourn

Motion by Smith to adjourn the meeting at 3:44 pm, seconded by Lindberg. Carried unanimously.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers