

Norwich Board of Listers
Listers' Meeting - 3:00 pm
Wednesday, April 8, 2020

Draft Minutes

This meeting was conducted via teleconference using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions.

Members present: Cheryl Lindberg, Chair (via Zoom); Pam Smith (via Zoom), Listers; Spencer Potter, Contract Assessor (via Zoom); Masaki Schuette, Administrative Clerk (via Phone).

1. Call to order

Lindberg called the meeting to order at 3:04 PM.

2. Review and approval of agenda – action

Lindberg suggested adding Potter's inquiry about Land Value with multiple zoning parcels owned by Dorothy Farrell on Town Farm RD., #11-077-200 to the agenda as 5A. Smith **motioned** to add Lindberg's suggestion to the agenda as 5A. Lindberg seconded. Vote was unanimous.

3. Public Comments / correspondences --

No member of the public was present. The Listers acknowledged that there have been a couple inquiries about the grievance process from Norwich property owners.

4. Proposed Letter to property owners with old permits (suggestion from Smith on March23rd email) – discussion / action

There is a sample letter from the Contract Assessor, Town of Pittsford, to their building permit holders. The Listers would like to have a list of properties from Potter with outstanding building permits (old and new). The Listers will review them to see if we should mail this sample letter to these property owners at this point. Potter will send the list to Schuette tomorrow.

5. Nancy Cressman property merger (#11-048-000 / #11-047-000) and assessment – review / discussion / action

Potter asked the Listers if Norwich is assessing a second parcel of same owner as zoning lot. Listers and Potter discussed both case of assessment, and Lindberg **moved** to have Potter assess it consistent with what we have done with other lots. Seconded by Smith. Vote was unanimous.

5a. Dorothy Farrell Property on 373 Town Farm Rd. (#11-077-200)

There are 2 sections in this card; section#1 and section#2 are separated by a road, which mean they are subdivided land due to a so-called 'natural' subdivision. (See the definition of 'subdivide' at VT ANR DEC Environmental Protection Rules Chapter 1, Wastewater System and Potable Water Supply Rules Subchapter (95) p16. This is the prevailing definition of 'subdivide' in VT.) Potter explained that the Land in section #2 is assessed currently as excess land of 4 acres; however, this is a buildable lot. Motion by Smith to direct the Assessor to value this lot consistent with what we have done with other lots. Second by Lindberg. Motion was unanimous.

6. Follow up for contacting Bill Krajieski for data transfer –

Potter has contacted Krajieski from NEMC, and he is able to assist Potter with transferring data from AssessPro to NEMRC whenever Potter is ready. However, with COVID19, Potter is on AssessPro remotely and Krajieski will be on remotely also this year. Potter is not sure

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if two people could be on AssessPro remotely at the same time. Also, NEMRC is no longer on the Norwich server. Due to COVID19, it is put in the cloud so that people can work remotely. Potter will clarify if they can both access the data from the cloud at the same time. Potter usually confirms with the Town Clerk if all property transfers have been recorded as of April 1st. Schuette will confirm this with Town Clerk since Potter is working remotely.

7. Norwich Listers' Calendar (due dates after April 1st, 2020) – discussion / review / action

The Listers and Potter discussed the uncertain future and the affect to the Abstract of the Grand List and the tax bills. Potter suggested we download as much data as possible from the State into our system before completing the Abstract. Potter thinks this is the best approach to avoid mailing multiple revised tax bills to property owners. The State has not set the Education Tax Rate and it is uncertain when that will happen. The Listers agreed wait to see what is decided by the Selectboard regarding setting the municipal tax rate and printing tax bills. The Listers agreed to put this item on the agenda for their next meeting.

8. Assessor's Report and Invoice for March – review / action

The Listers reviewed Potter's report for March 2020. Potter has about 40 more properties to follow up on outstanding permits. Regarding submitting FMV for Ruth Sylvester property to the State, Potter had submitted the information previously, but it did not go through until his 3rd attempt. He has not heard back from the State, so he assumes they are satisfied. Potter estimated that he will have 5-6 hours of billable time weekly while working remotely.

Smith **moved** to accept Potter's report and approve his Invoice #1202 dated April 1, 2020. Lindberg seconded. Vote was unanimous.

9. Special grievance process letter for 2020 – review / discussion / action

The Listers decided that they will put this item on the agenda for their next meeting.

10. Approve draft minutes from Listers' meeting on Feb. 12, 2020 and Mar. 18, 2020 – review / action

Smith **moved** to approve Feb. 12, 2020 Draft minutes. Second by Lindberg. Vote was unanimous. Smith **moved** to approve Mar. 18, 2020 Draft minutes. Second by Lindberg. Vote was unanimous.

11. Administrative Clerk Annual Review. Zoom meeting? - discussion

Due to COVID 19, Lindberg will conduct the annual review with Schuette via Zoom.

12. Next Meeting Date

Wednesday, May 13th, 2020. Time: TBA Possible Zoom meeting.

13. Adjourn

Lindberg **moved** to adjourn the meeting at 4:30pm. Second by Smith. Vote was unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers