

Norwich Board of Listers
Listers' Meeting - 3:00 pm
Wednesday, May 13, 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/phone); Masaki Schuette, Administrative Clerk (via zoom/Phone).

Public: Doug Wilberding (via Phone)

1. Call to order

Lindberg called the meeting to order at 3:05 PM.

2. Review and approval of agenda – action

Lindberg commented that there would be overlapping of some agendas especially regarding the grievance process. Lindberg said she would like to discuss the request to PVR for an extension for the Abstract filing under the agenda item #6. Smith **moved** to approve the agenda, seconded by Lindberg. **Vote was unanimous.**

3. Public Comments / correspondences --

No member of the public was present. Lindberg mentioned that the Town Clerk is open to putting the Lister opening on the ballot on August 11. Doug Wilberding has submitted his request to be on the August 11 ballot.

4. AssessPro Print to PDF - review/discussion

Potter had a difficulty of printing/saving property cards from AssessPro as a PDF file remotely. Patriot Software gave us a quote for installing "ArchivePro", which allow us to view and print "point in time" property cards. Their price is \$2500 for software and initial installation, and \$500/a year thereafter. Potter said that he tends to have hard time with switching Print and PDF format at home, but when he is here he is able to work around it to get PDF. Listers agreed not to invest their budget for this extra software from Patriot and their service, since Potter is working out of the Norwich office again.

5. PVR announcement for Grand List Software selection (Axiomatic LLC of Portsmouth, N.H) - review/discussion

Listers and our Assessor attended the webinar about the State of Vermont introducing new Grand List software. It is the software from Axiomatic LLC of Portsmouth, NH. They are serving State of NH and some other states already. The State of Vermont is planning to switch over to this new software from NEMRC in 2022. There will be no cost for each town for rolling over.

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

Listers need Selectboard support to request an extension of filing the Abstract and lodging Grand List for 2020. If approved by the Listers, Lindberg will submit this request to the Selectboard at their meeting tonight (May 13, 2020 at 6:30pm). The request will include the extension letter provided by the State of Vermont. Even with the extension, the Listers' goal

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is to lodge the Grand List in early July. This extension will give Listers and our Assessor extra time to complete our 2020 Abstract. After much discussion, it was determined that the target date for filing the Abstract will be June 10, 2020, with grievance hearings on June 24th and possibly June 25, if needed. Smith **moved** to request approval from the Selectboard for Listers' request to extend the time to complete 2020 Abstract and Grand List to August 15th, 2020. Lindberg seconded. **Vote was unanimous.**

7. How to handle Grievance for 2020 - discussion

Listers will request a Zoom meeting for June 24 and 25, as well as the Multipurpose Room at Tracy Hall in the event Listers are able to hold in-person hearings. The need for the second day will be dependent on the number of grievance hearings requested. Schuette will book Zoom time and the Multipurpose Room for June 24 and 25. If this schedule can be adhered to, grievance decisions should be mailed no later than July 2, 2020.

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

Listers edited a portion the letter regarding COVID-19 procedures that will be mailed with change of assessment letters. They will finalize this letter at their next meeting.

9. Grievance announcement for our website – review/discussion/ action

Listers worked on the draft of the 2020 grievance information to be posted on the Listers' web page. After final edits, this notice will be posted.

10. AssessPro roll over update – discussion

Potter has moved the names and acres data from AssessPro to NEMRC with Bill Krajeski. Change of assessment values will be moved after the Listers approve the new values. A Special Meeting will be held on May 20, 2020 at 3pm to review the change of assessment values. Potter will contact Bill Krajeski to schedule moving the final data on May 27, 2020.

11. State Land Sales Data collection Form – review/discussion

Lindberg will report her findings at the next meeting.

12. Assessor's Report and Invoice for April – review / action

Listers told Potter it would be very helpful to have dates on the work items listed on his report. Listers asked about assessments for utilities. Potter said that only one utility has submitted to date. Listers also asked Potter if the solar farms currently in Norwich or planned for Norwich are taxable. Potter said that farms over a certain size are taxed according to a formula established by the PUC. This amount remains on the tax rolls at the same amount for 20 years. Potter will ask Planning & Zoning if there are zoning permits for these projects. Potter explained that usually, landowners file a "Land Release" with the Town Clerk, and the solar companies should send the Town an "Inventory form." Potter will do his best to find out what Norwich requires. The Listers would like to determine if any of the solar farms are taxable and include them on the 2020 Abstract. Smith **moved** to accept Potter's report of May 1, 2020 and to approve Potter's Invoice #1203. Lindberg seconded. **Vote was unanimous.**

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13. Approve draft minutes from Listers' meeting on April 08, 2020 – review / action

It was the consensus of the Listers that approval the draft minutes for April 08, 2020 and May 13, 2020 would be on the agenda for the next meeting.

14. Next Meeting Date

Special Meeting, Wednesday, May 20, 2020 3:00 pm. (via Zoom)

15. Adjourn

Smith **moved** to adjourn at 5:00 pm. Seconded by Lindberg. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers