

**Norwich Board of Listers**  
Listers' Regular Meeting – 2:00 PM  
Wednesday, August 12, 2020

**Draft Minutes**

This meeting was held at the Listers' office in Tracy Hall. As shown below, members were present while following appropriate physical distancing under COVID-19/State of Vermont requirement. The public was invited through teleconference using ZOOM in order to maintain Tracy Hall restrictions under COVID-19 guidance.

**Members present:** Cheryl A. Lindberg, Chair; Pam Smith, Doug Wilberding, Listers; Spencer Potter, Contract Assessor; Masaki Schuette, Administrative Clerk

**Public:** No members of the public were present

**1. Call to order**

Lindberg called the meeting to order at 2:00 PM.

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

Wilberding **motioned** (2<sup>nd</sup> Smith) to approve the agenda as presented. **Vote was unanimous.**

**3. Public Comment / correspondence --**

No public present

There was no new Lister correspondence

**4. Previously received correspondence from Linda Gray regarding solar array tax exemption and Dan Fraser regarding draft minutes – review / discussion**

1) From Linda Gray regarding Tax exemption for solar array:

Lindberg received an email from Gray regarding tax exemption for the solar parcels and what the attorney for the town told the Listers about this matter, but it was not proper for Lindberg to discuss the matter before the grievance hearing period had expired. Lindberg mentioned that Gray could discuss this with the Listers at a future regular meeting which are open to the public.

2) From Dan Fraser regarding corrections to minutes, feedback and suggestions:

Listers understand his messages and appreciate his feedback and suggestions; they will consider all suggestions for future minutes. The Listers understand that sometimes the draft minutes may seem unclear to the public that are not in attendance at the meetings. The Listers have decided to adopt the same procedure that the Selectboard uses for their draft minutes, which is to have suggested edits clearly state the exact section where they want the edit to be included and exactly what they are suggesting the minutes should say. The Listers will consider the edit at the meeting at which they approve the final minutes.

Wilberding asked Lindberg whether the correspondence coming to the Assessor and Administrative Clerk need to be in this correspondence section. Lindberg said that the correspondence that come to the Assessor and the clerk are more about routine matters, such as a copy of a property record card, assessment values or square footage, etc and they don't require any actions or discussions by the Listers. However, occasionally correspondence is brought to the Listers by the Assessor or Administrative Clerk that requires a discussion and/or vote of the Listers.

**5. Approval and mailing of the Change of Assessment Notices - review**

The Change of Assessment Notices to be mailed after today's meeting are the result of the processing of HS-122 filings that have been downloaded from the State of Vermont over the past month. These are changes to Homestead and House site values and changes due to Homestead and Non-Residential updates. Though these letters are not easy to understand, Potter and Schuette will likely be able to handle questions that arise from the letters. Smith **moved** (2<sup>nd</sup> Wilberding) to approve 11 Change of Assessment Notices to be mailed today with a certificate of mailing. **Vote was unanimous.**

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**6. Patriot Property Invoice and the Software Support and License Agreement. NEMRC revised Invoice – review / action**

There are some sections in their "Customer Software Support and License Agreement" about which the Listers would like to ask questions. The Listers agreed to contact Patriot Property to have a Zoom meeting before their next regular meeting. The Listers also agreed to hold off approving the Patriot Property invoice until after the Zoom meeting.

The Listers reviewed the NEMRC revised invoice for the updates to tax maps. This invoice is for the updated tax maps, but not the on-line interactive mapping. This invoice includes the paper map versions for the Town Clerk and Lister offices, a PDF version for the town's website and for Planning and Zoning office request. The Listers all agreed that their end goal is to have interactive mapping on the Town website, not a PDF version. The Listers reviewed their part of the invoice charges. The Listers asked Lindberg to confirm the cost of the interactive mapping option with Adam Saunders from NEMRC. She was also asked to contact Rod Francis (Director of Planning & Zoning) to confirm the goal to have interactive mapping on line and verify the payment from his budget to fund it. Smith **moved** (2<sup>nd</sup> Wilberding) to approve the Listers portion of the NEMRC Invoice of #45943 for \$1,686.25. **Vote was unanimous.**

**7. Missing Parcels comparison 2020 – review / discussion**

This is a NEMRC report that compares parcel changes between the 2020 Billed Grand List and 2019 Billed Grand List, and shows the changes. A feature of NEMRC grandlist software isn't utilized to make this report more clear to read. Lindberg asked Potter why and he stated that the Town has never utilized that feature. It was recommended to Potter to begin using the data field.

**8. Assessor's report and Invoice for July 2020 – review / action**

The Listers reviewed Potter's report, which has a total of 39 activities listed over the past month. No specific questions were asked and no further details were provided by Potter. Smith **motioned** (2<sup>nd</sup> Wilberding) to accept Potter's July report and approve his Invoice #1222 for \$3006.90. **Vote was unanimous.**

**9. Draft RFP for a town-wide reappraisal – review / discussion**

Lindberg said that when CLA drops down to 85% or the COD hits 20%, the State will require a Town to perform a town-wide reappraisal. Funds are slowly being set aside in a designated fund for the next reappraisal. Smith will email Lindberg and Wilberding a draft RFP that Smith worked on a few months back and they will review it and discuss it at the next regular Lister meeting. Potter stated that reappraisal firms are booked out into 2023 and 2024

**10. Approval of Draft minutes from July 8th, July 15th, July 24th and July 29th meetings – review / action**

July 8<sup>th</sup> draft minutes – Smith **moved** (2<sup>nd</sup> Wilberding) to approve the draft minutes from July 8<sup>th</sup> meeting. **Vote was unanimous.**

July 15<sup>th</sup> draft minutes – Smith **moved** (2<sup>nd</sup> Wilberding) to approve the draft minutes from July 15<sup>th</sup> meeting. **Vote was unanimous.**

July 24<sup>th</sup> Grievance hearing draft minute – The Listers accepted a suggestion from Dan Fraser to revise the sentence regarding reference to Linda Gray who was prepared to speak at a hearing. The sentence was amended to say "while the hearing is open to the public, the public does not have standing and may not speak." Wilberding **moved** (2<sup>nd</sup> Smith) to approve the draft minutes from July 24<sup>th</sup> meeting as amended above. **Vote was unanimous.**

July 29<sup>th</sup> draft minutes - Smith **moved** (2<sup>nd</sup> Wilberding) to approve the draft minutes from July 29<sup>th</sup> meeting. **Vote was unanimous.**

**11. Possible Executive Session -- attorney-client communications**

The Listers agreed to postpone this executive session.

**12. Next Meeting Date**

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Possible Grievance Hearing is Wednesday, August 27<sup>th</sup>, 2020, 1PM- 3PM. Next regular meeting will be Wednesday, Sept. 2<sup>nd</sup>, 2020, 3PM, if Smith is unavailable on the 9<sup>th</sup>. Agenda items will include Potter's report/invoice, Patriot Property invoice, NEMRC tax mapping update, RFP for Reappraisal and any other necessary items that arise before the meeting is warned

**13. Adjourn**

Wilberding **motioned** (2<sup>nd</sup> Smith) to adjourn the meeting at 3:58 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers

DRAFT