

Norwich Board of Listers' Regular Meeting
Wednesday, September, 16, 2020, 3:00 PM
Listers' Office at Tracy Hall
Public are invited to join through Zoom/Phone meeting
<https://us02web.zoom.us/j/89637919658>
Meeting ID: 896 3791 9658
Dial in by phone: 888 475 4499 / 877 853 5257 US Toll-free

Agenda

1. Call to order
2. Review and approval of agenda – action
3. Public Comments / correspondences --
 - Email from Judith Daigle (Appeal to Late filing HS- 122 penalty)
4. Approval of new Change of Assessment Notice (2 new notices) to be mailed – review / action
5. Assessor Report & Invoice – review / action
6. Workshops for training – review / discussion
7. Follow up Patriot Property Invoice / meeting --- review/ discussion / action
8. Follow up Cantor appeal (if we hear back from him)
9. Follow up for RFP for Town wide reappraisal – review / discussion
10. Approval of Draft minutes from 8/12/2020 meeting, 8/27/2020 Grievance hearing, and 8/27/2020 Hearing for HS-122 late filing penalty hearing. – review / actions
11. Next Meeting Date
12. Adjourn

Memo to: Norwich Listers

Memo from: Spencer B. Potter, Assessor

RE: Monthly Activity

Date: September 1, 2020

I have worked on the following during the previous month:

- 1) 08-05-2020 View Assessor email
- 2) 08-05-2020 reviewed Missing/Added report
- 3) 08-05-2020 checked MyVtax for Norwich sales
- 4) 08-05-2020 worked on HS122 download
- 5) 08-05-2020 worked on CU
- 6) 08-05-2020 left message 11-160.000 regarding adding 3 acres
- 7) 08-05-2020 talked with property purchaser 11-068.000 regarding proration of taxes
- 8) 08-05-2020 trained on Fire District
- 9) 08-07-2020 trained by phone on CU
- 10) 08-07-2020 talked by phone with 1285 Union Village Rd RE Homestead
- 11) 08-12-2020 viewed Assessor email
- 12) 08-12-2020 talked with Lister re fire district
- 13) 08-12-2020 created filter for Special HS122 Change Notices
- 14) 08-12-2020 worked on wording for Special HS122 Change Notice
- 15) 08-12-2020 worked on HS122
- 16) 08-12-2020 worked on CU
- 17) 08-12-2020 left voice mail re 08-004-200 purchase of 08-004-100 CU account
- 18) 08-12-2020 printed Special HS122 July notices/cert of mail
- 19) 08-12-2020 attended Lister meeting
- 20) 08-12-2020 talked with property owner 752 Tigertown Rd RE purchase of abutting property
- 21) 08-19-2020 talked with 15-023-100 re late Homestead filing appeal
- 22) 08-19-2020 Windows update
- 23) 08-19-2020 worked on HS122
- 24) 08-19-2020 worked on CU
- 25) 08-19-2020 discussion with Town manager re Hydro
- 26) 08-26-2020 viewed Assessor email.
- 27) 08-26-2020 worked on CU
- 28) 08-26-2020 talked with property owner regarding out building renovation
- 29)

Vermont Municipal Assessor
 PO Box 616
 Waitsfield, Vermont 05673
 (802)496-9689
 vtassessor@gmail.com
 http://vermontassessor.net



BILL TO
 Town of Norwich
 Listers
 PO Box 376
 Norwich, VT 05055

INVOICE 1227

DATE 09/01/2020

DESCRIPTION	QTY	RATE	AMOUNT
Assessor Norwich 08-05-2020 Assessor	8.50	70.00	595.00
Assessor Norwich 08-05-2020 Mileage	128	0.575	73.60
Assessor Norwich 08-07-2020 Assessor	1	70.00	70.00
Assessor Norwich 08-12-2020 Assessor	8.75	70.00	612.50
Assessor Norwich 08-12-2020 Mileage	128	0.575	73.60
Assessor Norwich 08-19-2020 Assessor	8.50	70.00	595.00
Assessor Norwich 08-19-2020 Mileage	128	0.575	73.60
Assessor Norwich 08-26-2020 Assessor	7.50	70.00	525.00
Assessor Norwich 08-26-2020 Mileage	128	0.575	73.60

TOTAL DUE

\$2,691.90

*The following classes are being offered by VALA
and sponsored by PVR*

Workshop 155 – Depreciation Analysis

September 24 – 25th, 2020; 8am – 5pm

***Course 101– Fundamentals of Real Property
Appraisal***

October 5 – 9th 2020; 8am – 5pm

This class will be held via zoom.

Course 112 – Income Approach to Valuation II

October 26 – 30th 2020; 8am – 5pm

This class will be held via zoom

Course 158 – Highest & Best Use

November 5 – 6th 2020; 8am – 5pm

This class will be held via zoom.

<https://valavt.org/education/training/>

VALA Annual Conference:

VALA 2020 Annual Conference

When: September 18, 2020

Where: via Zoom / United States

<https://valavt.org/news-updates/vala-2020-annual-conference/>

VLCT Town Fair:

**Monday, September 28, 2020 8:00 am to Friday,
October 02, 2020 4:30 pm**

EVENT LOCATION:

VIRTUAL

Cost:

FREE

<https://www.vlct.org/event/town-fair>

***State-Sponsored Statutes & Rules in Property
Assessment-***

Instructor : Jim Knapp

To be scheduled for October 2020 via Zoom.

More info to follow

Thank you!

Christie Wright | Field Director

Property Valuation and Review Division | Vermont Department of Taxes

Cell (802) 855-3897 | 133 State Street | Montpelier, VT 05633-1401 | tax.vermont.gov

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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** (2nd 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** (2nd Wilberding) to approve 11 Change of Assessment Notices to be mailed today with a certificate of mailing. **Vote was unanimous.**

Norwich Board of Listers
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Wednesday, August 12, 2020

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

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

July 24th 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** (2nd Smith) to approve the draft minutes from July 24th meeting as amended above. **Vote was unanimous.**

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

11. Possible Executive Session -- attorney-client communications

The Listers agreed to postpone this executive session.

12. Next Meeting Date

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

Possible Grievance Hearing is Wednesday, August 27th, 2020, 1PM- 3PM. Next regular meeting will be Wednesday, Sept. 2nd, 2020, 3PM, if Smith is unavailable on the 9th. 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** (2nd Smith) to adjourn the meeting at 3:58 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers

2020 Grievance Hearing

Thursday, August 27, 2020 – 1:00 pm to 3:00 pm

Draft Minutes

Due to COVID-19, this grievance hearing was held via Zoom or In-Person in adherence with health guidelines for Tracy Hall. Zoom was available to the public during the hearing.

Present: Listers: Cheryl A. Lindberg, Pamela Smith, and Doug Wilberding (via Zoom); Administrative Clerk: Masaki Schuette.

Public: No member of the public was present.

Lindberg called the grievance hearing to order at 1:00 PM.

The Listers confirmed, along with Schuette, that no grievances were received by 4:30 PM on August 26, 2020.

Smith **moved** (2nd Wilberding) to adjourn the August 27th, 2020 grievance hearing at 1:02 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair

Board of Listers

Norwich Board of Listers
**Hearing to appeal the penalty for the late
filing of HS-122**
Thursday August 27, 2020, 1:00PM

DRAFT MINUTES

Due to COVID-19, this hearing was held via Zoom or In-Person with adherence to health guidelines for Tracy Hall. Zoom was available to the public during the hearing.

Present: Listers: Cheryl A. Lindberg (Chair), Pamela Smith, and Doug Wilberding (via Zoom);
Administrative Clerk: Masaki Schuette. Robert Cantor: Owner of 498 Bragg Hill Road (via Zoom)

Lindberg opened the Appeal hearing at 1:02 PM.

Hearing requested by: Lucyna Bojanowska-Cantor and Robert Cantor,
498 Bragg Hill Rd. – Residential

Lindberg explained to Cantor that the late filing of his HS-122 was determined by the State of Vermont. The resulting penalty is assessed by the Town. Therefore, he needs to provide support as to why the Listers should waive the penalty.

Cantor presented his case: Cantor remembers that when he filed his HS-122 on-line, right after receiving a reminder postcard from the State, he felt there was something wrong with the system. His mother passed away at the end of April and he was dealing with several stressful matters. He did not think to check the filing status again on-line until he received his 2020 Norwich Property Tax Bill with Non-Residential Tax rate. He then filed his HS-122 after the July 15, 2020 deadline.

Lindberg asked if he could provide something in writing from the State that they had some kind of glitch in the system. Cantor said that he will contact the State and ask if they would provide an email indicating that there was a problem.

The Listers agreed, with Cantors' approval, to wait about a week to hear back from Cantor regarding the written proof from the State. The Listers will hold their deliberative session thereafter. Cantor agreed to get back to the Listers one way or the other.

Wilberding **motioned** (2nd Smith) to adjourn the appeal hearing at 1:30 PM. **Vote was unanimous.**

Next meeting – September 16, 2020 3:00 PM, at Listers' office, Tracy Hall. Public will be invited through Zoom. Agenda will be Assessors' June report and invoice, Patriot Property invoice/meeting follow up.

Cheryl A. Lindberg, Chair
Board of Listers
Norwich, VT

Norwich Board of Listers
Hearing to appeal the penalty for the late
filing of HS-122
Thursday August 27, 2020, 1:00PM

DRAFT