

**Norwich Board of Listers**  
Listers' Regular Meeting – 3:00 PM  
Wednesday, September 16, 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 3:00 PM.

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

Lindberg suggested adding Great River Hydro settlement in the agenda for review/discussion as item # 5a. Smith would like to add a discussion/action of adding the appeal due date in the inserted information sheet mail out with Revised Tax Bills, which have a Late HS-122 filing penalty. Lindberg suggested that item to be under item #10a. Lindberg would like to add a discussion of creating due date for Listers' meeting Packet as an item #10b.

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

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

No members of the public were present.

**Correspondence:** Email from Judith Daigle (Appeal to Late filing HS-122)

Smith **moved** (2<sup>nd</sup> Wilberding) to receive the email from Judith Daigle. Lister will discuss the matter at a future meeting. **Vote was unanimous.**

**4. Approval of new Change of Assessment Notice (2 new notices) to be mailed – review/ action**

Grievance hearing date for these two property owners if they wish to grieve is Oct. 2nd, 2020, at 10 AM – 11 AM. The property owners will be informed that the deadline for their grievance letter is Oct. 01, 2020, 4:30 PM.

Smith **moved** (2<sup>nd</sup> Wilberding). **Vote was unanimous.**

**5. Assessor's report and invoice for August 2020 – review / action**

Potter submitted an email sent from Chris Polashenski asking to remove a labor housing unit assessment from 2018, 2019, and 2020 Tax bills. Listers asked Potter to reply to Polashenski explaining that grievance period for 2018, 2019 and 2020 have closed. The property owner may wish to grieve this allocation in 2021.

The Listers discussed the trends in home sales in Norwich and tracking of sales by the Administrative Assistant.

Lindberg asked Potter if there is a report from the State for HS-122 status. Potter does not recall such report, but Listers and Potter are going to look into it for discussion at a future meeting.

Smith **moved** (2<sup>nd</sup> Wilberding) to accept Potter's August report and approve his Invoice #1227 for \$2691.90. **Vote was unanimous.**

**5a. Great River Hydro settlement - review / discussion**

The Listers and the contract assessor are glad to see that this matter is finally settled. The assessments agreed to are locked in until April 1, 2022. Lindberg confirmed that Potter has already adjusted their assessment in our system.

**6. Workshops for training – review / discussion**

The Listers and the Administrative Assistant will review the list of upcoming workshops for possible training opportunities.

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**7. Follow up Patriot Properties Invoice / meeting --- review/ discussion / action**

During a Zoom meeting with Patriot Properties on August 20, the Listers asked several questions about the proposed agreement. The Listers have only received the answer to one question from Patriot Properties at this point. Lindberg will send a follow-up email to Patriot Properties. The approval of the invoice was postponed until a response is received.

**8. Follow up Cantor appeal (if we hear back from him) – review / discussion**

The Listers received an email from Mr. Cantor and the response from the State was a disappointment to him. However, Wilberding said that because of the death in his immediate family at that time, this case may qualify as a “hardship”. Lindberg and Smith agreed with Wilberding. Listers will forward this case to SB for their consideration. Lindberg will contact Mr. Cantor to inform him of the decision to forward this appeal to the SB.

There is another appeal from Matthew Burns. His CPA sent an appeal letter to the Listers. Smith will email Burns' CPA to request a copy of the letter of engagement. If he replies in a timely manner, Listers will schedule the Burns appeal on Sept. 23<sup>rd</sup> along with the other appeals.

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

Lindberg suggested setting a target date to finish the RFP. Listers agreed to a target date of Dec. 09<sup>th</sup>, 2020. Listers will schedule a work session in near future to edit the RFP.

**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**

Wilberding **moved** (2<sup>nd</sup> Smith) to approve August 12<sup>th</sup>, 2020 Listers' regular meeting draft minutes. **Vote was unanimous.**

Smith **moved** (2<sup>nd</sup> Wilberding) to approve August 27<sup>th</sup>, 2020 Grievance hearing draft minutes. **Vote was unanimous.**

Wilberding **moved** (2<sup>nd</sup> Lindberg) to approve August 27<sup>th</sup> Hearing for HS-122 late filing penalty hearing draft minutes. **Vote was unanimous.**

**10a. Adding due date for appeal on the insert goes out with revised tax bill with penalty - discussion**

Lindberg will email the TM to request adding a deadline date on the appeal insert.

**10b. Deadline for Listers' meeting package – discussion**

The Listers decided by consensus to adopt the SB policy of receiving all documents for the next meeting no later than 3:00pm the Thursday before their next meeting as the deadline.

**11. Next Meeting Date**

Appeals Hearing on September 23, 2020 2:00 – 3:00 pm.

Grievance Hearing on Oct. 02, 2020 (if needed)

Listers' next regular monthly meeting on Oct. 14, 2020.

**12. Adjourn**

Smith **moved** (2<sup>nd</sup> Wilberding) to adjourn the meeting at 4:29 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers