

Norwich Board of Listers
Listers Meeting – 3:00 pm
Wednesday, December 9, 2020

Draft Minutes

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

Listers present: Cheryl Lindberg, Chair; Pam Smith, Doug Wilberding and Spencer Potter (all via Zoom)
Public: Linda Cook (joined at 3:10pm)

1. **Call to order**
Lindberg called the meeting to order at 3:03 PM.
2. **Review and approval of agenda – action**
Motion by Smith to approve the agenda as presented. (2nd Wilberding). Unanimous.
3. **Public Comments**
No public comments.
4. **Assessor Report & Invoice**
Potter confirmed that he will be entering all PTTRs, permits and change of address in AssessPro until a new Administrative Assistant is hired and trained for these tasks. Potter also stated that we are receiving very few HS-122 changes from the State and that he is not aware of any requests for appeal for revised tax bills sent out by the Finance Office. Lindberg asked Potter to prepare a report on all Homestead Declaration changes that have been made to the Grand List since the Grand List was lodged with the Town Clerk. This must be done by the end of the year, therefore, the Listers will meet on Wednesday, December 30, 2020 to approve the report. The Listers will then need to sign this report in the Town Clerk's presence so that it can be added to the Grand List book. Motion by Smith to accept the Assessor's report and approve Invoice #1242 for payment. (2nd Wilberding). Unanimous
5. **RFP for Reappraisal**
Smith and Wilberding have reviewed the document with redline changes. Potter cautioned the Listers that the Town of Norwich has specific requirements that should be clearly stated in the RFP. It was decided that the redline copy and a clean copy of the RFP will be sent to Potter for his review and comment. Potter was asked to return the document to the Listers for their December 30, 2020 meeting in order to finalize it for submission to the Selectboard in early January.
6. **Lister Budget**
During the budget presentation, the Selectboard asked for an estimate of the cost of the reappraisal. Lindberg reached out to Christie Wright at PVR, who said the cost of reappraisal is currently running between \$85 and \$100 per parcel. Based on this, the Listers feel that their estimate of \$225,000 to \$255,000 given to the Selectboard is accurate when considering the additional costs for postage, etc.
7. **Administrative Assistant Applicants**
The Listers reviewed the twelve (12) applications that have been received to date. Each applicant was assigned a number to protect their privacy. The Listers decided that they would interview (via Zoom) five of the applicants. Interviews are tentatively scheduled for December 17, 2020 from 9:30am to 12:00pm pending confirmation with the individuals involved.

Wilberding left the meeting at 4:30pm for a previous commitment.

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8. Approval of November 4, 2020 and November 19, 2020 Draft Minutes

Motion by Lindberg (2nd Smith) to approve the November 4, 2020 draft minutes. **Unanimous.**

Motion by Smith (2nd Lindberg) to approve the November 19, 2020 draft minutes. **Unanimous.**

9. Next Meeting

The Listers will meet again on Thursday, December 17, 2020 at 9:30am for Administrative Assistant interviews.

The Listers will also meet on Wednesday, December 30, 2020 (time to be determined) to finalize the RFP for Reappraisal and review and approve the Homestead Declaration report for the Grand List.

10. Adjourn

Lindberg **moved** to adjourn at 4:42 pm (2nd Smith). **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers