

Norwich Board of Listers

Regular Meeting

3:00 pm Wednesday, November 10, 2021

Draft Minutes

This meeting was held at Listers' office at Tracy Hall in person and via Zoom.

Listers present: Cheryl A. Lindberg, Chair; Doug Wilberding and Pam Smith

Public: None present

Also Participating: Spencer Potter, Contract Assessor

1. Call to order

Lindberg called the meeting to order at 3:07pm.

2. Review and approval of agenda – review / action /discussion

Motion by Lindberg to amend the agenda to add two additional pieces of correspondence (2nd Smith). Unanimous

3. Public Comments & Correspondence --

There were no public comments.

The Listers are in receipt of the following correspondence:

- a) Kayen & Liepmann letter to the BCA regarding the appeal hearing on October 14, 2021
- b) Connecticut River Valley Flood Control annual information request to the Listers
- c) Thank you note to the Listers from Masaki Schuette
- d) Doug Wilberding's resignation effective January 1, 2022

Lindberg thanked Wilberding for his time as a Lister and accepted his resignation with regret on behalf of the Listers. Wilberding will be stepping down at the end of the year. Motion by Smith to receive all correspondence (2nd Wilberding). Unanimous.

4. Patriot Properties Update of Database - discussion

Lindberg reported that Patriot Properties has resolved the discrepancies on the accounts that were affected by the software update that had substantial value changes. The Listers will need to determine how best to return the remaining parcels to their pre-update values.

It was noted that we have been dissatisfied with the support received from Patriot and that a 50% payment of the support invoice has been paid. The remaining payment will be made in February with the expectation of a more satisfactory support experience. The Listers noted that Patriot Properties merged with Government Brands Shared Services in March 2021. Wilberding stated we should request a new contract with Government Brands Shared Services given they acquired Patriot or at least discuss whether a new contract is necessary. Wilberding will follow up on this and bring back the information at the December Lister meeting.

5. RFP Status & CAMA Software Update – review/discussion/action

The Interim Town Manager reached out to Potter and Cy Bailey, our District Advisor at PV&R, with 9 questions regarding a reappraisal in Norwich. Lindberg thank Potter for including the Listers on his response to the Interim Town Manager. Lindberg & Smith also spoke to Bailey to get clarification on the process when a Town falls below 85% on the CLA. Bailey advised that it may be best to wait until December to see what Norwich's CLA number is for 2021 before proceeding with a contract for a reappraisal.

Lindberg has received a cost estimate on reactivating the NEMRC CAMA software. The cost for this transition would be lower than the estimate to purchase Vision 8 software. Potter noted that the

NEMRC CAMA software handles inactive accounts differently than AssessPro and suggested that we meet with NEMRC to review how that CAMA software handles this scenario.

Lindberg and Smith attended the Monday seminar by PV&R which updated everyone on the new Grand List software for which the State contracted and how the time-line for implementation impacts the Listers process at the local level in 2022 and 2023. VTPIE is Vermont Property Information Exchange.

6. Assessors Report & Invoice – review / discussion / action

Lindberg noted that Potter has been working on permit inspections during October. The Listers asked about tracking any new solar installations in Norwich that are above 50KW for addition to the Grand List. Wilberding shared a link with all for the Vermont PUC. Lindberg also noted that the new Finance Director has requested that all HS-122 downloads be done in the Listers office. Potter will do these downloads on Wednesdays when he is in the office and inform Fielding that he has done so. On November 2, 2021, the Finance office issued revised tax bills, some of which include the penalty for the late filing of the HS-122.

Potter stated that he has one tax billing account that has 12 inactive accounts attached. Potter will confirm with Zoning if these inactive accounts are all separate zoning parcels and report back to the Listers at their December meeting for discussion of the next steps. Motion by Smith to accept the Assessors Report for October 2021 and approve Invoice #1299 dated November 1, 2021 in the amount of \$2,008.83 (2nd Lindberg). Unanimous.

7. Approval of Minutes of 10/13/2021 and 10/26/2021 – review/discussion/action

Motion by Lindberg to approve the minutes of 10/13/21 as presented and to amend the minutes of 10/26/21 with the correct Vermont Statute citation for entering Executive Session (2nd Wilberding). Unanimous.

8. Administrative Clerk Interview at 4:30pm – Executive Session

Motion by Smith to enter executive session under provisions of VSA Title 1 Section 313(a) to consider the appointment or employment of an employee for the Town of Norwich where premature knowledge would place the candidate(s) under consideration at a substantial disadvantage (2nd Lindberg). Unanimous. After meeting the candidate, Wilberding left the meeting at 4:35p for a prior commitment.

Motion by Smith to re-enter public session at 5:30pm (2nd Lindberg). Unanimous.

9. Next Meeting Date

The next regular meeting of the Listers is scheduled for December 8, 2021 at 3:00pm.

10. Adjourn

Motion by Smith to adjourn at 5:32pm. (2nd Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers