

Norwich Board of Listers

Regular Meeting

10:30 am Wednesday, January 12, 2022

Draft Minutes

This meeting was held at the Listers' Office in Tracy Hall in person and via Zoom

Listers present: Cheryl A Lindberg, Chair; Pam Smith

Public: Linda Cook

Also Participating: Spencer Potter, Contract Assessor; Sara LeBlanc, Administrative Clerk

1. Call to Order

Lindberg called the meeting to order at 10:34 am

2. Review and Approval of Agenda - review/action/discussion

Smith moved to approve the agenda as presented (2nd Lindberg). Unanimous

3. Public Comments and Correspondence

No public comments.

Lindberg noted that we have a new Administrative Clerk in the Listers office. Sara LeBlanc joined the Listers' team effective January 12, 2022. Arrangements have been made for Sara to obtain keys to Tracy Hall and the Listers' Office as well as a Town email account.

4. Assessor's Report and Invoice

Smith asked for a status on the Louise Taylor account. Potter said he has received information from the Zoning office and is still working on the account. Potter hopes to have more to report at the next Lister meeting.

Potter stated that he will submit a corrected invoice to the Listers dated January 1, 2022. The new invoice amount will correct an error and will be in the amount of \$3,379.46. Lindberg moved to accept the Assessor's report dated January 1, 2022 and approve Invoice #1311 dated January 1, 2022 with the corrected amount of \$3,379.46 (2nd Smith). Unanimous.

4. VTPIE Training (Vermont Property Information Exchange)

Lindberg explained the State of Vermont has implemented a new Grand List Module that is going to be used by all Vermont towns. The first step is for Towns to use VTPIE for Sales Verification which will be implemented on January 17, 2022. Training for this first step will take place on January 13 and 14 via Zoom. The Listers asked LeBlanc to get signed up for one of the training sessions. Smith and Lindberg are attending on the 14th. Potter will review the video of the training at a later date.

6. Equalization Study Results/RFP

The results of the 2021 Equalization Study have placed Norwich at 84.39%, which will result in a State mandate to conduct a reappraisal. The Listers noted that this is on the Selectboard agenda for the meeting this evening. Linda Cook asked if the Listers were supportive of the accepting the bid for reappraisal. Lindberg explained that the Listers position has not changed from the document that is a part of the Selectboard

meeting packet for January 12, 2022. It is now up to the Selectboard to decide the timing of the reappraisal.

7. Review Listers submission for the Town Report

Lindberg stated that the annual submission for the Town report has been updated and will be sent to the Town Manager's Assistant. The annual report summarizes the duties of the Listers, the Grand List as of 12/31/21, and residents are encouraged to file their Homestead Declaration (HS122) on a timely basis.

8. Patriot Properties Update on revised agreement

Before the end of his service on the Board of Listers, Doug Wilberding prepared a redline of the Patriot Properties Agreement with the Town of Norwich. The Listers reviewed those proposed changes and Smith will finalize the Agreement to return to Patriot Properties for review and signature.

9. Approval of Minutes December 8, 2021

Motion by Lindberg to approve the minutes of 12/08/2021 as presented. (2nd Smith). Unanimous.

10. Next Meeting Date

The next regular meeting of the Listers is scheduled for Wednesday, February 9, 2022 at 10:30 am.

11. Adjourn

Motion by Smith to adjourn at 11:48 am. (2nd Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair