

Norwich Board of Listers

Draft Meeting Minutes

Wednesday, March 16, 2022, 11:00am

Listers Present: Cheryl A Lindberg, Chair; Pam Smith

Other Participants: **Contract Assessor:** Spencer Potter, **Administrative Clerk:** Sara LeBlanc, **PVR District Advisor:** Jennifer Myers (joined at 12:05pm)

Public: None present

1. Call to Order

Lindberg called the meeting to order at 11:06am.

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

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

3. Public Comments & Correspondence - review/discussion

No members of the public were present. Under correspondence the Listers discussed an invoice from Patriot Properties in the amount of \$1,800 for the server migration. Lindberg is of the understanding that the Town Manager plans to pay for this expense from the funds budgeted for the server conversion. It will be given to the Town Manager's office for processing and payment.

4. Election of the Board of Listers Chair

Motion by Lindberg to nominate Pam Smith as Chair. Smith declined. Motion by Smith to nominate Lindberg as Chair for another year. (2nd Lindberg). Unanimous

5. District Advisor Introduction

PVR District Advisor, Jennifer Myers, joined the meeting at 12:05. She introduced herself and stated that she looks forward to working with everyone in the Norwich office. After some discussion about VTPIE, Jennifer said she would assist Sara in setting up a VTPIE account. Jennifer explained that each person having their own login helps track any changes that are made in the records.

6. Assessor's Report & Invoice - review/discussion/action

Potter stated site visits for permit inspections are going well, but he has quite a few more to complete as of April 1st. Lindberg recommended that LeBlanc deflect questions when Potter is in the office, to give him ample opportunity to conduct visits. Smith asked Potter if the inquiry from Anne Hill was resolved. Potter explained that the Listers' Office is providing information but is not the office that will be making any final decisions. Lindberg explained that this is now in the hands of the Zoning and Planning Office. Lindberg stated that Rod Francis has initiated the process of getting the tax maps updated through NEMRC. Once tax maps are updated, the public will have access to more accurate information through Town of Norwich website.

Potter stated that a date will need to be set to roll over data from Assess-Pro to the NEMRC Grand List module. Lindberg will contact Patriot Properties via email to schedule the roll over. Potter mentioned the need for Lindberg and Smith to sign the annual "No Appeal or Suit Pending" form. This form needs to be signed by the Listers and the Selectboard and will be sent to the Town Manager's Office to be included in the packet for the March 23, 2022 Selectboard meeting. The signed form will be given to the Town Clerk to be attached to the 2021 Grand List. Motion by Smith to accept the Assessor's report dated March 1, 2022 and approve Invoice #1325 dated March 1, 2022 in the amount of \$2,116.33. (2nd Lindberg). Unanimous

7. Patriot Properties - license and support agreement update

Lindberg noted that we have now paid Patriot Properties the full amount of the License and support fee for the current fiscal year. However, the annual contract that was sent to the Town Manager has not been returned to the Listers. Lindberg will follow up with Town Manager via email.

8. NEMRC Annual Support Invoice – review/discussion

The current NEMRC annual support invoice was allocated incorrectly. Lindberg will send follow up email to the Finance Director and the Town Manager outlining how the allocation was agreed upon last year. The email will also reiterate the request to review all invoices allocated to the Listers' budget prior to payment.

9. Sales Questionnaire Form Review

The Listers discussed the Sales Questionnaire Form that is sent to buyers. Potter has asked that LeBlanc bring to his attention any forms that have information that is substantive. Once LeBlanc has been granted access to Assess-Pro by the Listers, she will be able to make note of any substantive information gleaned from the Sales Questionnaires for the Assessor's review. Until then, she will verbally inform the Assessor of any substantive information.

10. Approval of Minutes of 2-9-22 - review/discussion/action

Motion by Smith to approve the minutes from February 9, 2022 as presented. (2nd Lindberg). Unanimous.

11. Next Meeting Date

The next meeting will be on Wednesday, April 6, 2022 at 10:00am. (2nd Lindberg) Unanimous

12. Adjourn

Motion by Smith to adjourn at 1:28 pm. (2nd Lindberg). Unanimous.

Respectfully Submitted,

Cheryl A. Lindberg, Chair