

Norwich Board of Listers
Regular Meeting – 3:00 pm
Wednesday, August 10, 2022
Draft minutes

Listers Present: Cheryl A. Lindberg and Pam Smith Others Present: Contract Assessor Spencer Potter

1. Call to Order

The meeting was called to order at 3:03pm

2. Review and approval of agenda – discussion/action

Smith amended the agenda to add Patriot Properties Invoice under Correspondence. Motion by Smith to approve the agenda as amended (2nd Lindberg). Unanimous.

3. Public Comments & Correspondence –

No public present. The Listers will reach out to Patriot Properties regarding the annual support invoice to complete an updated Agreement for FY23 prior to submitting the invoice for payment.

4. Current Use Withdrawals – review/discussion/action

Per an email from the Town Manager and Town Counsel, the Listers determined a value for the Town parcel (the Woody Adams parcel) Current Use withdrawal and submitted that information to the State along with one other Current Use withdrawal value. A third Current Use withdrawal was satisfied by the landowner and no further action was required by the Listers. The decision for the Town was hand-delivered to Miranda Bergmeier and the other was mailed to the landowner with a Certificate of Mailing.

5. Assessor monthly report and invoice – discussion/action

The Listers requested an updated permit inspection report from Potter which he provided. Potter has input all permits in AssessPro and has begun doing inspections. The Listers will update AssessPro with permit values and will request additional training from Patriot Properties to include the ability to print Open and Closed permit reports. Motion by Lindberg to accept the report dated August 1, 2022 and approve Invoice #1352 dated August 1, 2022 in the amount of \$2,647.50 (2nd Smith). Unanimous.

6. Approval of Draft Minutes of July 13, 2022 – discussion action

The Listers tabled this item to the September meeting.

7. RFP for Reappraisal – review/discussion

The Listers have begun working on a revised RFP for the State-mandated reappraisal. It was the consensus of the Listers and the Contract Assessor that a review of CAMA software would be too time-consuming considering the deadline to submit the RA-308 Detailed Reappraisal Compliance Plan is December 9, 2022. However, the Listers discussed the possibility of using the cloud-based version of AssessPro for the reappraisal. Lindberg will send an email to the Town Manager and the Selectboard informing them that the Listers will submit a revised RFP for consideration at their August 24, 2022 meeting.

8. Administrative Assistant Job Description – discussion/action

Prior recruitment efforts have proven to take several months to find a suitable candidate for the Lister Clerk position. In order to provide coverage of the Lister's office on an ongoing basis, Smith proposed that the Listers submit a budget reallocation request to the Selectboard. This reallocation would be for the remainder of FY23.

9. Next meeting date -

The next meeting date is set for 3:00pm on Wednesday, September 14, 2022.

10. **Adjourn** -

Motion to by Smith to adjourn at 4:20pm (2nd Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers

