

**Norwich Board of Listers**  
Regular Meeting – 3:00 pm  
**Wednesday, September 14, 2022**  
Draft minutes

Listers Present: Cheryl A. Lindberg and Pam Smith

Others Present: Contract Assessor Spencer Potter and Linda Cook

**1. Call to Order**

The meeting was called to order at 3:02pm

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

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

**3. Public Comments & Correspondence –**

No public comments. The Listers received a request from the Town of Sharon regarding parcels along the Norwich-Sharon town boundary line in an effort to resolve a boundary dispute. The Listers will forward information to the Town of Sharon in the near future.

**4. Patriot Properties Agreement & Support Invoice – review/discussion/action**

The receipt of the Customer Software License and Support Agreement from Patriot Properties did not arrive in time for Listers to conduct a review prior to the meeting. Motion by Smith to table this item to the next meeting (2<sup>nd</sup> Lindberg). Unanimous.

**5. Assessor monthly report and invoice – discussion/action**

Lindberg asked the Assessor to provide more information in his reports on the status of permits for all site visits. Specifically, Lindberg would like to know if permits are being closed out or if a future visit is needed. Lindberg also asked for an updated permit log, which the Assessor provided. In response to an issue raised by the Assessor, it is the consensus of the Listers that permit inspections will be limited to the scope of the approved permit. However, if the Assessor sees work being done that is not on the permit, he should inform the Listers and the Zoning Administrator, so the ZA may determine if an amended permit is needed. Lindberg has reached out to Patriot Properties to ascertain if the CAMA software will generate SPAN numbers to replace the current system of generating SPAN numbers in the NEMRC grand list module. Motion by Smith to accept the report dated September 1, 2022 and approve Invoice #1360 dated September 1, 2022 in the amount of \$2,736.49 (2<sup>nd</sup> Lindberg). Unanimous.

**6. Approval of Draft Minutes of August 10, 2022 – discussion action**

Motion by Smith to approve the draft minutes of August 10, 2022 (2<sup>nd</sup> Lindberg). The July 13, 2022 draft minutes were tabled and inadvertently omitted from this agenda. They will be added to the October agenda. Unanimous.

**7. RFP for Reappraisal – review/discussion**

The Listers reviewed several aspects of the RFP with the Assessor including the process of conducting informal hearings as well as the timing of filing the Abstract and mailing out Change of Assessment letters. Based on this conversation, the Listers will make some minor changes and submit the revised RFP to the Selectboard with a request to place it on their agenda at an upcoming meeting.

**8. Request to Selectboard for Reallocation of Lister Budget – discussion/action**

On September 7, 2022, the Listers sent a request for a budget line item reallocation to the Selectboard. We are awaiting a response from the Selectboard.

**9. HS-122 Penalty Grievance Hearing**

The Listers received a request via email from Peter Krass, 1399 New Boston Road, for a reduction of the \$604.18 penalty assessed for late filing of his HS-122. Mr. Krass stated that he

experienced difficulty with online filing, so he mailed a paper copy to the Vermont Department of Taxes. Motion by Smith to waive the penalty of \$604.18 per the Listers policy of granting first-time requests to waive the HS-122 late-filing penalty (2<sup>nd</sup> Lindberg). Unanimous.

10. **Next meeting date -**

The next meeting date is set for 3:00pm on Wednesday, October 19, 2022.

11. **Adjourn -**

Motion to by Smith to adjourn at 4:18pm (2<sup>nd</sup> Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers

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