

Norwich Board of Listers
Regular Meeting – 3:00 pm
Wednesday, November 9, 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 3:02pm

2. Review and approval of agenda – discussion/action

Lindberg noted that we have received correspondence from the Finance Office and from Russ Schleipman. Motion by Smith to approve the agenda with the addition of the correspondence received as noted by the Chair. (2nd Lindberg). Unanimous.

3. Public Comments & Correspondence –

No public present. Lindberg stated that we have received correspondence from the Finance Office with a list of 15 revised tax bills that include the penalty on each for the late filing of the HS-122. The revised bills were mailed November 2 with a deadline of November 16 to appeal. The Chair also noted correspondence from Russ Schleipman appealing the penalty. Any appeals received by the deadline will be discussed at the November 21, 2022 meeting.

4. Assessor monthly report and invoice – discussion/action

The Listers reviewed the Assessor's report. Lindberg said the Listers will work with the Planning Department to obtain the disposition of any permits that are missing from the Permit Log. Smith said she will continue to work on appointments for Potter to conduct interior inspections on a weekly basis. The Listers will reach out to Patriot Properties again to determine the status of creating SPAN #s in AssessPro as well as obtaining a list of Vermont municipalities that are using the cloud-based version of AssessPro. The Listers will also follow up with NEMRC on updating Town parcel maps. Motion by Smith to accept the report dated November 1, 2022 and approve Invoice #1370 dated November 1, 2022 in the amount of \$2,027.75 (2nd Lindberg). Unanimous.

5. Approval of Draft Minutes of October 19, 2022 – discussion action

Motion by Lindberg to approve the draft minutes of October 19, 2022 (2nd Smith). Unanimous.

6. FY24 Budget Request – review/discussion

Smith presented a draft budget for FY24 with some updated numbers and a change from previous budgets to combine the Listers Stipend and the Admin Clerk Wage line items into one line item titled "Lister Office Wages". This is a format similar to the Planning Department which has a line item for Planning Department Wages in addition to the Planning Director Wage. The Listers feel this change will allow the flexibility needed to provide adequate coverage of all statutory and administrative functions in the Listers office. Further discussion of the FY24 budget will take place at the November 21, 2022 meeting, after all bids for the reappraisal have been received. This will allow the Listers to more accurately project funds needed for the Reappraisal Fund.

7. Interview Applicant for Lister Clerk Position – Executive Session

Motion by Smith to enter executive session under VSA Title 1, Section 313(a)3 to consider the appointment or employment of a public employee and to invite candidate #1 to join us (2nd Lindberg). Unanimous. Motion by Smith at 5:18pm to return to regular session (2nd Lindberg). Unanimous. Motion by Lindberg to make an offer of employment to Candidate #1 contingent upon a successful background check (2nd Smith). Unanimous

8. Next Meeting Date

A special meeting will be called for Monday, November 21, 2022 at 10:00am to receive bids for the town-wide reappraisal and any other business of the Board of Listers.

9. Adjournment

Motion by Smith to adjourn at 5:22pm (2nd Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers

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