

Norwich Reappraisal Review Panel

Special Meeting – 1:30 pm

Thursday, December 1, 2022

Draft minutes

Panel Members Present: Cheryl A. Lindberg, Pam Smith, Rob Gere, Neil Odell, Arline Rotman and Bonnie Munday

Public Present: Stuart Richards and Linda Cook

Others Present: Rob Tozier and Kevin Leen of KRT Appraisal

1. Call to Order

The meeting was called to order at 1:30pm

2. Review and approval of agenda – discussion/action

No changes to the agenda.

3. Public Comments & Correspondence –

No public comments. Lindberg noted that the Listers received a question from a reappraisal firm asking if the RFP could be amended to allow a proposal to value utilities only. This question, along with the response, were posted on the Town website. In addition, the Listers received an email from a Norwich resident expressing concerns about the current real estate market and how that would affect valuations in the reappraisal.

4. Review of Bids for a Town-wide Reappraisal – review/discussion

Lindberg opened the meeting by asking the panel members if they would like to share any comments or questions about the bid received for reappraisal.

Arline Rotman expressed the following concerns: 1) that the RFP brought only one response and that KRT has never done a reappraisal in Vermont; 2) we don't have an Interim TM or TM to serve as the contracting officer and is concerned about who will sign on behalf of the Town; and 3) the requirement in the contract to provide office space and a computer given the limitations of Tracy Hall.

Lindberg stated that the RFP was sent to all reappraisal firms certified by the State of Vermont. At present there are over 40 Towns doing reappraisals which means the reappraisal firms are extremely busy. KRT has met the State requirements to do reappraisals in Vermont and some of their staff members have been involved in Vermont reappraisals. Lindberg said she is not concerned about a signatory for the contract. The SB will authorize a signer and the Listers office was used for the last 2 reappraisals and will be adequate for the upcoming reappraisal.

Neil Odell said he is concerned that noncompliance with the mandate to reappraise would place the Town at risk to losing education funding;

Rob Gere stated that he doesn't believe that we need a contract with a reappraisal firm prior to the December 9th deadline. Gere also expressed concern that the proposal states a two-year sales study and would like to see this be a three-year sales study.

Smith read from the Form RA-308 Detailed Reappraisal Compliance Plan that states "Please provide a copy of the reappraisal contract". The form then has 2 check boxes for "Contract enclosed" or "Contract sent previously".

Bonnie Munday stated that she would also like to see a three-year sales study.

Lindberg then took public comments from Stuart Richards and Linda Cook. Richards stated that he was in favor of a three-year sales study and regrets that it is now costing the Town an additional \$25,000 to reappraise. Cook expressed regret that the SB elected not to engage with KRT last year.

Several items of concern were discussed with Rob Tozier and Kevin Leen when they joined the meeting via Zoom at 3:00pm. After introductions, Lindberg posed several areas of concern expressed by the Listers, the Contract Assessor and the Review Panel. Those issues, as contained in a recap email to KRT are as follows:

- The number of parcels to be reappraised is 1,807;
- The reappraisal will be completed with software capable of integrating with VTPIE as will be implemented by VT Division of Property Valuation and Review (PVR);
- The Listers recommend KRT become familiar with VTPIE and can access that information on the PV&R website (Google VTPIE);
- The Listers recommend KRT become familiar with the VT SPAN number system;
- Latest date the Grand List can be lodged for a Vermont town of <5,000 population is July 25th and the Listers feel we need to keep that in mind versus the June 14th deadline in the KRT response;
- Great River Hydro flowage rights – the Listers will find out what we can about their last appeal and the State of Vermont decision on their assessed value for flowage rights;
- Sales study will be conducted over three years which KRT agreed to do;
- Parcels with structures should have photos of all outbuildings as well;
- Interior and exterior measurements and physical inspections of ALL properties to gather accurate and pertinent information;
- 5 days of defense of values is not anticipated to be sufficient – KRT agreed to assist with all grievances and BCA appeals from the reappraisal process;
- A \$100/hour rate would not apply to these local hearings;
- Work on open permits will be done as part of the field work;
- Updated resume for Kevin Leen which includes all Vermont towns on which he has done reappraisal work

The consensus of the group was that KRT is a firm willing to put in the effort to meet the expectations of Norwich for the upcoming reappraisal. The Listers will work with KRT over the next week to develop a draft contract for the reappraisal that is mandated by the State of Vermont. The deadline for completing a signed contract with KRT is Friday, December 9, 2022. KRT and the Listers have stated their willingness to work diligently to meet the deadline.

5. **Adjournment**

The meeting ended at 3:42pm.

Respectfully submitted,

Cheryl A. Lindberg