

Town of Norwich, Vermont

Office of the Listers

Draft Minutes for the Meeting of Wednesday, May 17, 2023

Attending: Listers – Cheryl A. Lindberg, Ernie Ciccotelli and Jonathan Vincent
Spencer Potter – Contract Assessor
Public – Linda Cook, Antoinette Jacobson

1. Call to order - The meeting was called to order at 3:01 p.m.
2. Review and approval of agenda – Ciccotelli made a motion to approve the agenda as posted. Second by Vincent. Approved unanimously.
3. Public Comments/Correspondence – No public comments. Lindberg mentioned that one grievance request and two new Current Use withdrawals have been received at the office.
4. Current Use Withdrawal assessment appeal - Antoinette Jacobson presented some additional information about removing 1.08 acres from Current Use. A copy of the Listers letter mailed to Jacobson on April 26, 2023, was provided to her which was apparently never received. Potter explained the assessment procedure to Jacobson which is sent to the State for calculation of the Land Use Change Tax (LUCT). After continued discussion, the Listers thanked Jacobson for attending the meeting. The Listers will deliberate in non-public session later in the meeting.
5. Assessor Report and Invoice – Due to the time, the Listers moved Potter’s report, #8 on the agenda, next. Potter reported that he has all the data and photos entered from the site/interior inspections that he has done including one today. He provided an updated permit report to indicate which building permits have not been visited. The Listers will make appointments for next Wednesday to wrap up this effort. Lindberg updated the Listers on her work to verify HS-122s in the VTPIE (Vermont Property Information Exchange) software. 907 out of 980 have been done leaving the ones with business use, rental use, and outbuilding use for Potter so the appropriate percentages can be entered into the AssessPro software. Potter stated that he doesn’t know how to process the Current Use data in VTPIE. The Listers attended a training session earlier today on the subject and will work together to begin doing the 169 Current Use applications in VTPIE. The discussion of filing the Abstract Grandlist for 2023 resulted in an amendment to May 31, 2023, which will still comply with the Statutory deadline of June 4, 2023. The grievance schedule will begin on 6/14/23. A motion was made by Vincent to accept Potter’s report and approve his April 2023 invoice. The motion was seconded by Ciccotelli and voted unanimously.
6. KRT Appraisal contract addendum – The contract addendum was mentioned and the three Listers have read it. The addendum was signed by ITM Duffy and returned to KRT Appraisal who had already signed it. Lindberg will send it off to our District Advisor to complete the process.

7. KRT Appraisal / Lister Public Form – The public forum with KRT Appraisal on May 2, 2023 was lightly attended. Currently there isn't a plan to hold a second forum.
8. Laptop for Listers Department – Lindberg has discussed with ITM Duffy the purchase of a laptop for the Listers to accommodate access to reappraisal data by KRT Appraisal, hold Zoom meetings and allow for remote work by the Listers. After discussion, Vincent moved to purchase 3 laptops instead of one. The motion was seconded by Ciccotelli and voted unanimously. The Listers believe they are needed in order to work productively during the town-wide reappraisal. Lindberg will update Duffy of the decision.
9. Non-public deliberative session – a motion by Lindberg to move into deliberative session was made and seconded by Vincent. The motion was voted unanimously. A motion by Lindberg to move back into public session was seconded by Ciccotelli. The motion passed unanimously. The Listers will do a site visit of the Jacobson property before making a final decision. Lindberg will schedule it and Vincent/Ciccotelli will visit. A continuation of the deliberative session will occur Monday, May 22, 2023 at 4:30 pm.
10. Approval of draft minutes – Ciccotelli made a motion to approve the draft minutes of March 22, 2023 and April 12, 2023. Vincent seconded the motion and it was voted unanimously.
11. Next meeting date(s) – The next Listers' meeting will be scheduled for Monday, May 22, 2023 at 4:30 pm based upon a successful site visit with Jacobson before that date. May 31, 2023 at 2:30 pm – filing of Abstract.
12. Adjournment – A motion to adjourn was made by Ciccotelli and seconded by Vincent. The motion was voted unanimously, and the meeting adjourned at 5:23 p.m.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers