

Town of Norwich, Vermont

Office of the Listers

Draft Minutes for the Meeting of Wednesday, July 19, 2023

Attending: Listers – Cheryl A. Lindberg, Ernie Ciccotelli and Jonathan Vincent
Spencer Potter – Contract Assessor
Public – None

1. Call to order - The meeting was called to order at 3:01 p.m.
2. Review and approval of agenda – Lindberg requested to amend the agenda with the addition of an Executive Session after agenda item 6. Vincent made a motion to approve the agenda as amended. Second by Ciccotelli. Approved unanimously.
3. Public Comments/Correspondence – No public comments. Lindberg mentioned that she sent the KRT Appraisal contract with the addendum back to the District Advisor. We should get an updated letter from the State as a result of sending the documents. Lindberg also mentioned that there were no appeals received by the Town Clerk on our grievance decisions.
4. Assessor Report and Invoice – The Listers reviewed the June report from Potter and asked a few questions. Potter asked the Listers to read a PTTR/deed on which he is unclear to assist him with the proper interpretation. Potter also had a question on a PTTR sale that might trigger a Current Use withdrawal. The Listers want Potter to ask questions of the property owner, attorney and CU Department before making a decision on the transfer in the database. Lindberg then moved the discussion to the coordination of work by the office with KRT Appraisal. Potter was asked if he had any concerns about the reappraisal ahead and he did not. He has not worked on a reappraisal that is being done in one year, so that will be different. He will continue entering PTTR and permit information into the current working grand list which will keep the database up to date. Lindberg mentioned that he should keep an eye on the Town Assessor email so that we don't miss any important emails. Rob Tozier and Ken Rodgers joined the meeting to discuss the reappraisal plan. The remote connection to their laptop at the Listers' office should be resolved by tomorrow. This will give them access to the AssessPro database to pull the first 100 parcels and send out the postcards to the property owners. The Town's IT vendor and KRT IT need to sort out the connection. KRT will provide the list to the Listers for monitoring at the office. The Listers requested the postcards be mailed by next Monday at the latest. One data collector will be doing data collection initially and work one day a week. That pace will ramp up thereafter. The data collector will check in with the Listers office before heading out to do site visits. We all agreed to communicate over the next few days so that we know the process will begin.

5. Lister Laptop update – As mentioned the KRT Appraisal laptop is the last to be set up for use. Lindberg spent all day Monday working with CCI to ready the two Town laptops. The Town ones will allow the Listers to work remotely when necessary and assist with the reappraisal as a team when the two workstations in the office are in use.

6. Office coverage – Lindberg mentioned that the office coverage will need to be greater with the reappraisal work beginning and the anticipated increase in resident questions and concerns. Lindberg has planned vacation and wanted to be sure the other two Listers can cover the office during those dates.

7. Executive Session – Lindberg made a motion to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 VSA section 313(a)(1). Motion voted Yes by Vincent and Lindberg with an Abstention by Ciccotelli. Lindberg then moved to enter Executive Session under 1 VSA Section 313(a)(3) to discuss the Listers Department personnel matter. Motion passed unanimously. The Board of Listers entered executive session at 4:35 pm.

Ciccotelli moved, seconded by Vincent to return to public session at 5:36 pm. Motion passed unanimously.

Due to the absence of applicants for the Administrative Clerk in the Listers office and the pending need for office support during the reappraisal, Ciccotelli moved that the Board of Listers hire Lindberg as the Administrative Clerk for a maximum of 20 hours per week, starting July 31, 2023 at a Grade 12, Step H rate (2023 Grade & Step equals \$23.14/hour). Motion was seconded by Vincent. Ciccotelli and Vincent voted yes; Lindberg abstained.

8. Approval of draft minutes – Ciccotelli requested to postpone this agenda item to the next meeting. Lindberg will add this to the next agenda.

9. Next meeting date – The next Listers' meeting will be August 9, 2023

10. Adjournment – A motion to adjourn was made by Vincent and seconded by Lindberg. The motion was voted unanimously, and the meeting adjourned at 5:45 p.m.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers