

Norwich Selectboard  
Special Meeting – December 20, 2023 – 6:30 p.m.

**Participation: ZOOM Only**

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939  
US Toll-free: 888-475-4499 (Press \*9 to raise hand; Press \*6 to unmute after recognized by Chair)

Welcome

1. Agenda..... Motion required.

**Public Comments for Items not on the Agenda.**

**Correspondence, AP Warrant, Minutes** – SB considers each category. Public comment possible.

- *None*

**Action Items for motions** – Introduction by the chair on items being decided, any related correspondence, public comment, SB discussion, SB action.

2. Request to adjust grand list due to changes in current use.....Motions anticipated.

**Informational Items** – Important information for which there will be no immediate action.

- Marion Cross Students

**Reports Submitted** -- Reports from appointed committees, departments, or other town-related entities submitted without comment or request for agenda time. The chair will identify such reports for the record, and the SB may or may not determine action is necessary.

- *None*

**Discussion Items** – Issues being framed for future action.

- *None*

**Future Meeting Dates and Potential Topics**

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	1/10/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on preparation for warrant articles	January 25: warrant articles deadline
Wednesday	1/17 2024	Special: in Tracy Hall & Zoom & JAM	6:30 p.m. Public meeting for the purpose of discussion suggestions for use of surplus funds not previously budgeted.	
Saturday	1/20/2024	Special: in Tracy Hall & Zoom & JAM	2:00 p.m. Public meeting for the purpose of discussion suggestions for use of surplus funds not previously budgeted.	
Wednesday	1/24/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on finalizing warrant articles	January 25: warrant articles deadline

- Ongoing and future work
- **Interim Town Manager’s Office**
  - Personnel Policies – work in progress
  - H.R. structure, ID nature of assistance, scope/purpose – work in progress
  - Compensation Study – in progress
  - Tracy Hall Study – in progress
  - Energy Study – expected to begin December 2023, expected imminently
  - On-going hiring for open positions
  - Budget preparation for FY 25 – complete
- **Selectboard**
  - Handbook for Committees, Boards, Commissions – in progress
  - Committees: coordination with overall town priorities – beginning soon
  - Norwich/Sharon Town Line – to begin when landowners request assistance
  - Financial Policies & Procedures – on-going reviews

**Adjournment**

**From:** [Cheryl Lindberg](#)  
**To:** [Marcia Calloway](#)  
**Cc:** [Miranda Bergmeier](#); [Listers](#); [Lily Trajman](#); [Brennan Duffy](#)  
**Subject:** Lister Memo and Errors & Omissions Certificate - Form PVR-4261-E  
**Date:** Monday, December 18, 2023 3:24:24 PM  
**Attachments:** [Form PVR-4261-E Dec2023.pdf](#)  
[Errors and Omissions Memo to SB-Dec2023.pdf](#)  
**Importance:** High

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Please find a memo from the Board of Listers and Form PVR-4261-E attached for the Selectboard meeting on Wednesday, December 20, 2023. This Form summarizes the changes to eight parcels as a result of Current Use Value changes affecting the 2023 grand list lodged on July 7, 2023 with the Town Clerk. Current Use allocation changes to the Grand List are not within the Authority of the Board of Listers like Homestead changes, per 32 VSA §4261 these changes need to be approved by the Selectboard. Questions can be answered at the meeting, should there be any questions.

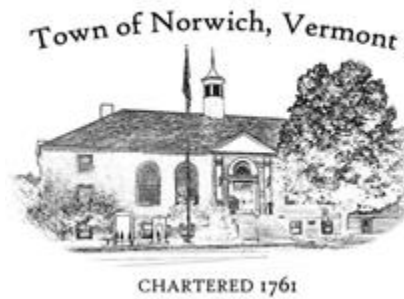
Once the Selectboard reviews and approves the changes, signatures of at least three Selectboard members needed. The Listers are leaving the original Form PVR-4261-E with the Town Clerk who will have it available for your signatures on Thursday or Friday.

Sincerely,

Cheryl

Cheryl A. Lindberg, Chair  
Ernie Ciccotelli  
Jonathan Vincent  
Board of Listers  
Norwich, VT

Any response to this email is subject to disclosure under the Vermont Public Records Act.



To: Norwich Selectboard-Calloway, Layton, Smith, Vincent & Arnold

From: Norwich Board of Listers-Lindberg, Ciccotelli & Vincent

Date: December 18, 2023

Subject: Errors and Omissions – Form PVR-4261-E

The Norwich Board of Listers have determined that the following parcels need revision in the 2023 Grand List. Error and Omission corrections cannot be made to the 2023 Grand List without prior approval from the Selectboard – 32VSA, § 4261. Please see the accompanying Form PVR-4261-E for parcel detail.



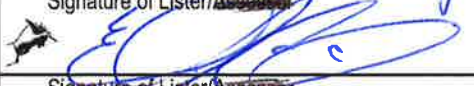

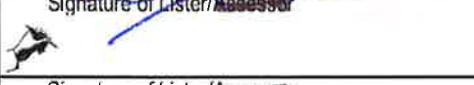

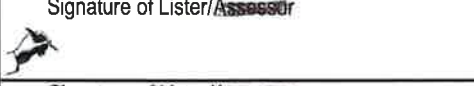

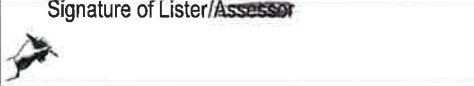

When working through this task, we began with seven parcels that needed changes to their acreage categories in the AssessPro CAMA software. After adjusting the acreage on each, we needed to enter the resulting changes into the Vermont Property Information Exchange (VTPIE) program. From there the new information was transferred to the NEMRC grand list software where we received a report for eight parcels needing changes. One additional parcel handled by the prior assessor was not completed, so it is now part of the changes in this E&O memo. The revised tax bills will be printed and issued once the Selectboard has approved the changes. A big thank you to our colleague and contracted professional, Amanda Beaulieu for helping us with the process. Her expertise and experience as a Vermont Lister is invaluable to us and was essential in completing the Current Use changes in all of the databases on a very short timetable.

**Form PVR-4261-E**  
**ERRORS AND OMISSIONS CERTIFICATE**

The Board of Listers of the Town of NORWICH are hereby supplying the following changes to the 2023 Grand List. Specifically:  
 (Year)


Owner	<u>Ames (Life Estate) Marguerite J.</u>		SPAN	<u>450-142-11690</u>	
Change From	<u>493,600</u>	Change To	<u>488,600</u>	Difference	<u>(5,000)</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Dwinell Trust, Mason</u>		SPAN	<u>450-142-12353</u>	
Change From	<u>432,300</u>	Change To	<u>425,300</u>	Difference	<u>(7,000)</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Hennessey, Michael/Jacqueline</u>		SPAN	<u>450-142-11665</u>	
Change From	<u>2,921,100</u>	Change To	<u>2,924,600</u>	Difference	<u>3,500</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Hepburn, Sarah/Steven</u>		SPAN	<u>450-142-12263</u>	
Change From	<u>695,900</u>	Change To	<u>690,800</u>	Difference	<u>(5,100)</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Jacobson Family Trust</u>		SPAN	<u>450-142-13275</u>	
Change From	<u>924,200</u>	Change To	<u>940,100</u>	Difference	<u>15,900</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Morley, Benjamin/Christianna</u>		SPAN	<u>450-142-11697</u>	
Change From	<u>702,200</u>	Change To	<u>703,200</u>	Difference	<u>1,000</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Tallar, Nathan/Carole Ann</u>		SPAN	<u>450-142-12041</u>	
Change From	<u>1,071,400</u>	Change To	<u>1,174,800</u>	Difference	<u>103,400</u>
Reason	<u>Current Use Value Change</u>				
Owner	<u>Yaffe Trust, Lisa E.</u>		SPAN	<u>450-142-12942</u>	
Change From	<u>405,200</u>	Change To	<u>403,600</u>	Difference	<u>(1,600)</u>
Reason	<u>Current Use Value change</u>				

**LISTERS/ASSESSOR AND SELECTBOARD**

Signature of Lister/Assessor 	Date 12/18/23	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date 12-18-2023	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

**TOWN CLERK**

I, \_\_\_\_\_, town clerk of \_\_\_\_\_, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of \_\_\_\_\_ for tax year \_\_\_\_\_.

Signature of Town Clerk 	Printed Name	Date
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**32 V.S.A. § 4261. Correcting omission from grand list**

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

**MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.**

Thank you for making a sidewalk by my house so  
we don't have to walk in the field.

From,  
Helen Cow