

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Special Meeting

Wednesday January 17, 2024 – 5:30 pm

Attending: Listers – Cheryl A. Lindberg, Jonathan Vincent (by Zoom) and Ernie Ciccotelli
Public – None present

1. Call to order - The meeting was called to order at 3:03 pm.
2. Review and approval of agenda –Vincent made a motion to approve the agenda as posted. The motion was seconded by Ciccotelli. Roll Call: Vincent, Ciccotelli and Lindberg YES -Approved unanimously.
3. Public Comments/Correspondence – No public present. Lindberg mentioned the 2023 Equalization Study Results letter dated January 5, 2024 and the content showing that Norwich’s Common Level of Appraisal (CLA) dropped to 67.57% and the Coefficient of Dispersion (COD) increased to 22.71%, in comparison to last year’s CLA of 74.48% and COD of 18.95%.
Lindberg also mentioned that Tony Adams had written to the Listers to ask for assistance with the Norwich/Sharon boundary line matter. Lindberg forwarded Mr. Adams request to the members of the Selectboard on January 10, 2024. No response from the Selectboard has been received as of today.
4. KRT Appraisal update – The Listers reviewed the most recent production status report dated 1/17/2024. Just under 50% of the parcels have been visited. About 24.8% of the parcels visited are completed. 43% needing interior and exterior inspections have been measured but have not had an interior inspection, while 37% of those visited have had interior inspections. All 133 woodland/miscellaneous land parcels have been visited. The Listers will inquire about the timing to finish the remaining parcels and invite KRT Appraisal representative to the next Lister meeting in February. Two data collectors are working during January 2024, but not every day. The Listers want to understand the process for entering data collection into AssessPro and invite them to work from the Lister’s office when helpful.
5. Budget discussion – No update from the Selectboard yet on the request to switch the Listers from a stipend to hourly rate in the FY25 budget. Town counsel has not responded to the SB inquiry on this change. The Listers reviewed the budget report provided by the Finance Office and Lindberg questioned how the Stipend line item could be more than 50% of the budgeted amount 6 months through the year. All other line items in the report appeared fine. Lindberg will send the Finance Director an email on the Stipend amount to get clarification.
6. Grand List Homestead changes for Town Clerk – Lindberg reminded the Listers that Form PVR-4261-H needs to be filed with the Town Clerk to summarize Homestead

Classification changes since the Grand List was lodged on July 7, 2023. Lindberg has printed out the related data from the Grand List module to attach to the Form. The Listers will sign, and Lindberg will submit it to the Town Clerk tomorrow. Lindberg also mentioned that she would work with Amanda tomorrow to electronically file the final Form 411 to the State Department of Property, Valuation and Review. That final Form 411 will also be given to the Town Clerk for permanent recordkeeping.

7. Approval of December 13, 2023 draft minutes – After review, Vincent moved to approve the draft minutes as presented. Ciccotelli seconded the motion. Roll Call: Vincent, Ciccotelli and Lindberg YES. The vote was unanimous.
8. Review of Town Report document – Lindberg shared that she had completed and submitted the second page of statistical information on the grandlist numbers as of 12/31/23. Vincent and Ciccotelli had no edits to the document.
9. Future meeting date – February 14, 2024 will be the next regular meeting date. Lindberg mentioned that she will be out of town February 4 – 13, 2024. She will need assistance with posting the paper copies of the agenda for that meeting.
10. Adjournment – A motion was made by Vincent, seconded by Ciccotelli to adjourn the meeting of the Listers. Roll Call: Vincent, Ciccotelli and Lindberg YES. The motion passed unanimously and the meeting was adjourned at 3:55 pm.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers