

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Special Meeting

Thursday, March 14, 2024 – 4:00 pm

Attending: Listers – Cheryl A. Lindberg, Jonathan Vincent and Ernie Ciccotelli  
Public – Emily Myers, Jess Phelps, Priscilla Vincent and Pam Smith

1. Reorganization of the Board of Listers (BOL) - The meeting came to order at 4:00 pm. Ernie Ciccotelli has taken his oath of office as the newly elected Lister. The intent of this portion of the meeting was to elect a Chair of the BOL, to set office hours and to decide on a regular meeting date. Vincent moved to elect Lindberg as Chair. Seconded by Ciccotelli. Motion was voted unanimously. The regular monthly meeting day/time was continued as the second Wednesday of the month at 3:00 pm. Office hours are set for Thursday from 9 – 2 and by appointment. However, there are additional days when the office will be open and available to the public but not by set hours. Remote work occurs by the Office Clerk as well.
2. Review and approval of agenda – Vincent made a motion to approve the agenda as posted. The motion was seconded by Ciccotelli. The motion was voted unanimously.
3. Public Comments/Correspondence – No public comments. Lindberg mentioned that the Listers received an email today from Tony Adams that will be included with agenda item #6.
4. Planning Commission discussion – Chair of the Planning Commission Jaan Laaspere joined the meeting to discuss the proposed zoning map overlays that would be added to the existing tax parcel maps hosted by the Listers on the Town’s website. The benefit of this mapping overlay would be to allow a user to not only see the parcel in Norwich, but to also see in which zoning district the parcel exists. The four proposed overlays are: Zoning District, Aquifer Protection Zone, Ridgeline Protection and Scenic Roads. The cost of the overlays would be borne by the Planning & Zoning office and is projected to cost less than \$500.00. NEMRC is the map vendor that would add this overlay to the current tax maps also hosted by NEMRC. It was the sense of the Listers that this is a positive addition to the tax maps and since the expense is not from the Lister’s budget, the consensus of the Board of Listers was sufficient to move forward with the process.
5. PVR-317 application – Two members of the Norwich Community Collaborative, Inc., Jess Phelps and Emily Myers, presented their updated version of Form PVR-317 that requests property tax exemption under 32 V.S.A. Chapter 125. The discussion answered questions by the BOL. A Vermont Fire and Safety inspection report will be sent after the meeting to include with the application. 2023 financials were received. The BOL thanked Phelps and Myers and told them a decision would be made after deliberation and with the possible use of Town Counsel.

6. Norwich/Sharon boundary line – Lindberg began the discussion updating the BOL with the information she has gathered from the Sharon Listers, the Norwich Town records and research she has done in the Town computer files. Mr. Adams’ emails and phone call discussions were shared as well. Lindberg suggested in the last phone call with Mr. Adams that he contact the Norwich Selectboard to discuss the Statutory resolution of a boundary-line dispute – 24 V.S.A. §1461. Lindberg wants to determine if this is a boundary-line issue or just a parcel acreage dispute. A phone call with the Sharon Listers indicates that it is a boundary-line matter. Lindberg will reach out to PV&R for advice and the BOL will bring the matter back to the attention of the Selectboard as a follow-up to the April 3, 2023 memo sent to the Selectboard by the Listers.
7. KRT Appraisal update – No weekly update from KRT has been received since the one dated 2/12/2024. KRT stated that one will be done for this week and distributed to the BOL next week.
8. Lister wage update – The Norwich Selectboard went into executive session on 2/28/2024 with advice received from Town Counsel and returned to public session making a motion to place the hourly pay decision on an August 2024 ballot to allow the voters to decide if the method of remuneration for the Listers will remain a stipend or become an hourly rate.
9. Lister Clerk update – Lindberg reported on her work with VTPIE and Homestead Declarations that are being submitted to the State and transferred to the Listers for Norwich filers. Current Use data will begin in a couple of weeks. There is a parcel sale that needs attention by the Listers that requires review in more detail. Ciccotelli offered to assist with this matter. Lindberg has a week away planned for 4/22/24 but will take a laptop and will work remotely.
10. Lister training 2024 – Lindberg printed out the training schedule for 2024 and gave it to the other Listers. Training dates are in late March and early April.
11. Approval of draft minutes, 2/15/2024 – Vincent made a motion to approve the draft minutes. Seconded by Ciccotelli. Motion passed unanimously.
12. Future meeting date – April 10, 2024 at 3:00 pm will be the next regular meeting date.
13. Adjournment –A motion was made by Vincent, seconded by Ciccotelli to adjourn the meeting and move into a deliberative session. The motion passed unanimously and the meeting adjourned at 6:07 pm.

Respectfully,

Cheryl A. Lindberg, Chair  
Board of Listers