

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Special Meeting

Wednesday, May 8, 2024 – 3:00 pm

Attending: Listers – Cheryl A. Lindberg and Ernie Ciccotelli  
Public – Kevin Leen, KRT Appraisal via Zoom

1. The meeting was called to order at 3:12 pm.
2. Review and approval of agenda – Ciccotelli made a motion to approve the agenda as posted. The motion was seconded by Lindberg. The motion was voted unanimously.
3. Public Comments/Correspondence – Lindberg and Ciccotelli had a moment of silence on behalf of their colleague, Jonathan Vincent who passed away recently. Jonathan's knowledge and commitment to Town matters will be greatly missed. RIP Jonathan.
4. Norwich/Sharon boundary line – The Listers memo is in the Selectboard packet for their meeting tonight. Depending upon the response received from the Selectboard, the Listers will provide the documents available and present the information at a future Selectboard meeting.
5. KRT Appraisal update – Ciccotelli and Lindberg met by Zoom with Leen to receive an update on the reappraisal work. With the June 4<sup>th</sup> deadline for the Abstract 3+ weeks away, the Listers asked if the deadline is still possible and Leen stated that they are planning to meet that deadline. Lindberg mentioned that an extension for the Abstract deadline can be requested and granted for 30 days, even if only a few additional days are needed to complete work and meet a deadline. He stated that KRT has doubled the shifts and added staff. The sales analysis will be sent to the Listers as soon as it is available. The letters requesting property owners to make appointments for interior inspections are getting a good response and KRT has sent the daily appointment lists to the Listers. There are a few bumps in the process, but they are getting resolved as quickly as possible. When asked about Commercial properties, Kevin stated that they are not sending letters because they can typically get inside of them. Lindberg expressed concern about that due to the variety of commercial properties. She suggested that letters be sent. Lindberg mentioned the work that needs to be done with the Current Use files by the Listers which cannot be done until the new land and building values are in AssessPro. To meet the June 4<sup>th</sup> deadline, the Listers need all the new values in AssessPro by May 24, 2024.
6. Lister reappraisal time-line – The Listers reviewed the upcoming timeline for completing the April 1, 2024 grand list with Leen. Lindberg referenced the deliverables to be done prior to the June 4<sup>th</sup> deadline from the signed contract with KRT. Leen will review the contract for those details.
7. Lister Clerk update – Lindberg reported on her work in VTPIE and reviewing Homestead Declarations for Norwich property owners. Current Use data has been loaded into VTPIE

but can't be processed until new values are entered in from the reappraisal. The "Farm" category in the grand list is being reviewed as some of the parcels in that category may no longer be active Farms. Open permits are being reviewed. Lindberg will be on vacation 5/23 and 5/24 prior to Memorial Day weekend. Lindberg received her New & Seasoned Lister Training certificate from classes she took through Property, Valuation and Review.

8. Approval of draft minutes, 4/10/2024 – Ciccotelli made a motion to approve the draft minutes. The motion was seconded by Lindberg. Motion passed unanimously.
9. Future meeting date – The next meeting date is uncertain due to the reappraisal.
10. Adjournment – A motion was made by Ciccotelli, seconded by Lindberg to adjourn the Meeting. The motion passed unanimously and the meeting adjourned at 5:17 pm.

Respectfully,

Cheryl A. Lindberg, Chair  
Board of Listers

DRAFT