

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Regular Meeting

Wednesday, June 12, 2024 – 3:00 pm

Attending: Listers – Cheryl A. Lindberg and Ernie Ciccotelli  
Public – Selectboard Chair Pamela Smith

1. The meeting was called to order at 3:36 pm.
2. Review and approval of agenda – Lindberg suggested adding the draft minutes of 5/8 and 6/5/24 to the agenda for approval as item #5(a) and to correct the numbering of the remaining agenda items. Ciccotelli made a motion to approve the agenda as amended. The motion was seconded by Lindberg. The motion passed unanimously.
3. Public Comments/Correspondence – Selectboard Chair Smith stated that the Selectboard will be announcing the 8/13/24 informational meeting and election of open positions for Lister, Trustee of Public Funds and Cemetery Commissioner at the SB meeting on 6/13/24. The Article to change the Lister pay from Stipend to Hourly will also be on the ballot to be voted on at the polls.
4. KRT Appraisal update – Lindberg began the discussion stating that KRT Appraisal Supervisor Leen for the Norwich reappraisal is on vacation and that he returns Monday. The email received by the Listers indicates he will be in touch Monday regarding the open permit information needed by the Listers to file the Abstract by July 3, 2024. Lindberg and Beaulieu are working on the open permit information in the meanwhile. There has not been any word from the Town Manager on the contract amendment status since the email exchanges last Friday. Lindberg will attend the Selectboard meeting on Thursday evening to discuss the contract timeline extension memo that is in the Selectboard packet.
5. Lister timeline for 4/1/24 Abstract – Lindberg informed the Listers that she has transferred all the AssessPro data except for values over to the NEMRC grand list module which will be used for the Abstract, Grand List and tax billing. Lindberg is not clear as to how there will be an AssessPro database available to use for the 2024 property record cards since there is a mixture of data from the Listers office (PTTRs and address corrections) and data from KRT on “some” of the reappraisal work. The idea of a backup of the Town server was discussed and whether the Listers could access a backup for AssessPro that precedes KRT’s data entry from inspections. The situation might have been better handled by having had KRT work on a COPY of the AssessPro data base which could then be used in replacing the working data base, but when asked to do that KRT declined. Lindberg will contact CCI, the Town’s IT Support vendor, about backup files for AssessPro.

The Listers are working to complete the 2024 Abstract data in NEMRC – Current Use data, open permit data, HS-122 updates and any further address corrections. The prior

values will be used for parcels that do not have open permits or new Current Use values issued by the State, unless there was a reason requested by the property owner that the Listers have reviewed and verified.

5(a). Draft minutes of 5/8 and 6/5/2024 – Ciccotelli made a motion to approve the draft minutes of both the 5/8 and 6/5/2024 meetings. Lindberg seconded the motion. The motion passed unanimously.

6. Future meeting date – The next definite meeting will be July 3, 2024 to file the Abstract with the Town Clerk. Should another meeting be needed, the Listers will warn one.

7. Adjournment – Ciccotelli moved to adjourn the meeting. Seconded by Lindberg. The motion passed unanimously, and the meeting adjourned at 5:07 pm.

Respectfully,

Cheryl A. Lindberg, Chair  
Board of Listers

DRAFT