

## **Minutes of the Meeting of the Norwich Board of Listers 22 September 2016, 5 pm, Tracy Hall**

Present: Cheryl A. Lindberg (Chair), Liz Blum, Lee Michaelides (Listers); Dave Ormiston (Interim Town Manager); Jonathan Bynum (Clerk & Scribe)

Lindberg opened the meeting at 5:03 pm.

### **1. Review and Approval of Agenda**

Blum **moved** (2<sup>nd</sup> Michaelides) to approve the agenda as distributed. Motion **passed 3-0**.

### **2. Public Comments**

No public present.

### **3. Approval of Minutes of Lister Meeting of 1 August 2016**

Blum **moved** (2<sup>nd</sup> Michaelides) to approve the minutes of the Lister Meeting of 1 August 2016 as distributed. Motion **passed 3-0**.

### **4. Appeal of Penalty for Late-Filing of Homestead Declaration, Parcel 04-020.300, Manheimer Revocable Trust, Josh Manheimer Trustee, 1067 Turnpike Road**

After discussion of whether the appeal had been filed in a timely manner, Michaelides **moved** (2<sup>nd</sup> Blum) to deny the appeal of Josh Manheimer. The Listers felt that the Selectboard had already made the decision that this penalty would be enforced. Motion **passed 3-0**.

### **5. Possible Errors & Omissions: Parcel 05-123.000, Elbow Condominium**

There was a small change in Use Value for 2016 on this parcel due to a change in the type of Current Use enrollment. Blum **moved** (2<sup>nd</sup> Michaelides) to approve the Errors & Omissions request for Parcel 05-123.000 and send it to the Selectboard. Motion **passed 3-0**.

### **6. Errors & Omissions—Classification Change Only (PV&R Form 4261)**

Michaelides **moved** (2<sup>nd</sup> Blum) to adopt Form 4261 as distributed. Motion **passed 3-0**.

### **7. & 8. Lister Department on Town Website and Board of Listers on Town Website**

Ormiston updated the Listers on the status of this request from the last meeting. He said that a Board of Listers page would be created under the Boards & Committees tab in due course, possibly by late January.

### **9. FY18 Lister-Assessor Budget**

There was discussion of the line items for Professional Assessor Services, Lister Wage, Software Maintenance/Update and Dues/Meetings/Education.

### **10. Lister Involvement in Future Townwide Reappraisal Process**

There was discussion of the need to keep the Listers “in the loop” for the next reappraisal, the rates of interior inspection for the last reappraisal and how to improve these going forward, and the need for an Assessor to accompany the Listers on grievance inspections. Blum left the meeting at 6:13 pm.

Lindberg pointed out that the Assessor job description specifies that “[t]he Assessor is responsible for developing and implementing a plan, for approval by the Board of Listers and Town Manager, for inspecting all real property during a three year cycle and updating cost and value tables every three years to produce a new grand list every third year.” Michaelides asked that Ormiston ask the Assessor to submit a written plan to the Listers for discussion and approval.

## **11. Tax Mapping**

There is the potential for Norwich to be a pilot community in the forthcoming Statewide mapping program. Ormiston in consultation with Phil Dechert has decided that immediate participation in this program would not be in the Town’s interest. We will proceed with a map update independently.

The date of the next meeting was tentatively set for 20 October 2016 at 4 pm.

Michaelides then **moved** (2<sup>nd</sup> Lindberg) for adjournment. Motion **passed 2-0**. Meeting adjourned at 6:49 pm.

Respectfully submitted,

Cheryl A. Lindberg  
Chair, Norwich Board of Listers