

Minutes of the Meeting of the Norwich Board of Listers 1 December 2017, 10 am, Tracy Hall

Present: Cheryl A. Lindberg (Chair), Kris Clement, Dennis Kaufman (Listers); Herb Durfee (Town Manager, joined meeting at 11:08 am); Jonathan Bynum (Clerk & Scribe)

Public Present: none

Lindberg opened the meeting at 10:08 am.

1. Review and Approval of Agenda

Lindberg suggested adding agenda item 6 (b) Recording Device. Kaufman **moved** (2nd Clement) to approve the agenda as amended. Motion **passed 3-0**.

2. Public Comments/Correspondence

Kaufman stated that the Listers were entitled to the passwords for the NEMRC Grand List module. He was unsure whether the Town Manager was willing to provide these passwords. It was agreed to discuss this matter further under item 5.

Clement **moved** (2nd Lindberg) to receive an email from Steve Flanders as correspondence. **Motion passed 3-0**. It was agreed to place this email on a future agenda.

Clement **moved** (2nd Kaufman) to receive a letter from Charlotte Metcalf to the Selectboard, forwarded by the Town Manager, as correspondence. **Motion passed 3-0**.

3. Approval of Minutes of Lister Meetings of 20 October 2017, 6 November 2017, 8 November 2017, 20 November 2017 and 29 November 2017

Kaufman **moved** (2nd Clement) to accept the Lister minutes of 20 October 2017, 6 November 2017, 8 November 2017 and 20 November 2017 as drafted. Motion **passed 3-0**. It was agreed to postpone consideration of the minutes of 29 November 2017 to a later meeting.

4. Discussion of email from Lynn McCormick

Clement noted the difficulty of finding a system that pleases everybody. She wanted the Listers to undertake more public outreach, and suggested a public session to publicize the dual structure of Listers and Contract Assessor, which she said is part of the system of checks and balances. This was generally thought to be a good idea, and there were various suggestions for people to invite—the Contract Assessor, someone from PVR, John Carroll, and someone from the Tax Department to talk about the difference between the homestead and non-residential tax rates.

In response to Lynn McCormick, the Listers agreed to write a letter thanking her for recognizing the importance of elected officials in providing another avenue for taxpayers with concerns. Clement said that keeping the Board of Listers helps maintain the cultural identity of Vermont, by having neighbors helping neighbors.

5. Selectboard Meeting of 29 November 2017 Follow-Up

Herb Durfee joined the meeting at 11:08 am.

Lindberg asked whether NEMC had submitted a formal notice of contract termination effective 30 June 2018. Durfee said that NEMC had not done so as yet. The Listers said that this was contrary to the Lister recommendation at the last Selectboard meeting. Durfee said the Listers would have to bring that up with the Selectboard.

Durfee said that he was trying to facilitate read-only or read-write access to NEMRC for the Listers, and possibly read-only access to Patriot. In order to ensure the integrity of the software, he is looking for protocols from the Listers on how changes to NEMRC will be managed.

Durfee said that the current Assessing Clerk position will be advertised and that the new title will be Listers' Clerk, with the Clerk reporting to the Listers for some matters. The job description will be changed accordingly.

There was further discussion of whether a potential replacement to NEMC would be willing to accept NEMC's work on the reappraisal to date, the future expiration of the Norwich Senior Housing PILOT Agreement, and the possible purchase of a Lister computer.

Durfee left the meeting at noon.

6 (a). Errors and Omissions—Classification Change Only (PVR Form 4261)

Kaufman **moved** (2nd Lindberg) to accept the Errors & Omissions listed on Form PVR 4261. Motion **passed 3-0**. The Listers were to sign the form in front of the Town Clerk at their convenience.

6 (b). Recording Device

Lindberg purchased a recording device to be used at future meetings.

The next meeting was set for Wednesday, 6 December 2017 at 4:45 pm.

7. Adjournment

Clement **moved** (2nd Kaufman) to adjourn at 12:10 pm. Motion **passed 3-0**.

Approved by the Board of Listers on 6 December 2017.

Cheryl A. Lindberg
Chair, Norwich Board of Listers