

Norwich Board of Listers
DRAFT Minutes
May 20, 2018

Present: Cheryl A. Lindberg (Chair), Kris Clement (arrived at 2:20 pm), Dennis Kaufman (Listers); Bill Krajeski (New England Municipal Consultants), Colleen Hammond (Clerk & Scribe)

Lindberg opened the meeting at 2:03 pm.

1. Review and Approval of Agenda –

Kaufman Moved to accept the agenda as presented. Lindberg 2nd. Motion passed 2-0

2. Approval of Minutes of Lister Meeting of April 16, 2018 –

Kaufman moved to accept the draft minutes of April 16, 2018 as presented. Lindberg 2nd. Motion passed 2-0

3. Public Comments – No public was present

4. Update from NEMC – Abstract/Inspections/Permits

Krajeski stated that the majority of the inspection/permit process has been completed but he still has to enter some information and compare it with NEMRC and he plans to have it done by Sunday the 3rd of June.

Krajeski gave the Listers a list of 106 properties that have assessment changes during the past year, along with the property cards associated with each property. Krajeski explained of the 106 there are 81 change of assessment letters, 21 unknown (NEMRC research needs to be done), and 4 – who asked for a notice in the mail. Lindberg asked if Krajeski had received the grievance requests at the office and he had not. There are 6 more to add to the notification process, bringing the total letters to 112.

Current Use seems cleaner this year. Only one current use property left to do. Veteran's exemptions need to be verified still. The Town's new Fire/Police facility needs to be updated for the new construction that occurred.

5. Proposed Schedule for Grievances –

After a lengthy discussion, the Listers agreed to the following dates:

HEARING	TIMES
19-Jun-18	8:30 AM - 12:00 PM
21-Jun-18	8:30 AM - 12:00 PM
INSPECTIONS	TIMES
19-Jun-18	12:30 PM - 4:30 PM
21-Jun-18	12:30 PM - 4:30 PM
DELIBERATIONS	TIMES
19-Jun-18	5:00 PM - 8:00 PM
21-Jun-18	5:00 PM - 8:00 PM

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6. Receipt of Abstract

Krajeski noted the Abstract needs to be signed and given to the Norwich Town Clerk no later than Monday, June 4th, 2018. Lindberg will get the binding of three Abstracts done by Gnomon Copy. She will help with getting Change of Appraisal notices to the post office for sending on June 4th by 2 pm along with a certificate of mailing. Other tasks include the posting of Completion of notice of Abstract around town. A notice must go in the Valley News legal section to let the residents know that the Abstract has been lodged. The Listers will put a notice on the Norwich Listserve as well.

7. Discussion of Open Meeting Law

The Listers understand that when the 3 of them meet, they are subject to the OML. We further understand that there are administrative duties that the Listers can attend to which don't require a warned meeting. We will contact our District Advisor to help us with identifying those administrative duties.

8. Review of RFP responses

The Listers discussed the various responses to the RFP, with a couple of the firms withdrawing their interest in responding after a conversation with a Lister. The Listers agreed to set up a meeting with the firm that sent a response. Lindberg will contact the firm and get the meeting arranged. Clement will work on a draft contract for the 3 Listers to review by June 1st.

9. Adjourn

Kaufman moved to adjourn, Clement 2nd. Motion passed 3-0 at 5:10 pm

Cheryl A. Lindberg, Chair
Norwich Board of Listers