

Norwich Board of Listers
DRAFT Minutes
August 21, 2019 at 3:00 PM

Present: Cheryl A. Lindberg, Kris Clement, Pam Smith; Listers. Spencer Potter; Contract Assessor, Masaki Schuette; Admin Clerk.

1. The meeting was called to order at 3:00 PM

2. Review and approval of agenda

Smith moved to accept the agenda as presented, second by Clement. Vote was unanimous.

3. Public Comments/Correspondence

No public was present.

4. Assessor's Report and Invoice – review / action

Report for July, 2019 – AssessPro Training for Admin Clerk is going well; Permits input, PTR input started.

Lindberg asked Potter if there had been any issues in this August month so far.

NEMRC update, we are all set, the State is looking for 427, but it does not apply to Norwich.

Cy Baily (District Adviser) visited our office; he suggested keeping Zoning Map current.

Schuette worked with Donna for new address search for returned Tax bills.

Potter worked with KK from Patriot Property to resolve on AssessPro of Property card printing issue.

BCA meeting – Listers appreciated the support from Potter for BCA meeting. Regarding date and time for BCA meeting in the future, Lindberg asked Town Clerk; Munday that Listers would prefer to meet on Wednesdays when Potter is already here in our office, so he doesn't need to make a special trip to Norwich.

Assessor's invoice - Clement moved to accept Potter's monthly report and approve Potter's invoice for July, 2019, Smith second. Vote was unanimous.

5. Budget preparation – FY 2021 – discussion / action

(Listers discussed # 6 first, then came back to discuss #5)

Town Manager would like to start planning Budget FY2021 and get it done early. Also, he likes to have more detail of explanation for each category. Lindberg suggested having a meeting early so

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that there is enough time to complete all requests from Town Manager, and also they will be able to present it well to the Selectboard.

Town Manager is changing the process of budget planning, and he likes us to follow new process, although Listers-Assessor's budget plan will go directly to the Selectboard.

Smith asked if there was anything that we didn't budget last year but we should have.

Clement and Lindberg mentioned about "Postage." They suggested being an independent category not included into "General Office Supply."

Lindberg suggested making sure that Town would put "Reappraisal fund" from the State to an appropriate place for future reappraisal. When/if the State asks Norwich to do reappraisal, the State would expect us to have a enough funds to do so.

6. Budget for zoning map

Adam from NEMRC prepared updated Zoning Map to submit to the State. Lindberg had a phone conversation with Adam, and she clarified some questionable property lines, and approved the map on Viewer. After NEMRC submit their zoning map to the State, we will be able to buy the same map from NEMRC. Lindberg presented the cost: **Paper Map** is \$260, **PDF version** is no cost, **Viewer version** is \$1250 for first year (to launch and host on web), then \$750/ a year to host.

Smith asked what the benefit of Viewer version is. Potter replied that he can search and get results quickly; also if Parcel ID he typed in has any relation to other parcels, they will flag them as well. Plus people are able to access it from home, phone. Tablet...etc. Not only for Potter and Admin clerk, but also for public, it is much easier to use and convenient. If our Town Clerk has a paper version of the map, the Listers will look into Viewer version.

Potter also mentioned that a hosting company should annually update and maintain the site for us. Listers are going to get more detailed estimate cost for Viewer version of a zoning map from NEMRC. Lindberg is going to contact Adam to submit it to us for our meeting in October. She wants get information about what is included in \$1250 for first year and \$750/year after that. Do these costs include Update and maintenance as well as hosting service? Potter thinks that annual update is important and valuable, so they might be separated from these costs.

7. Admin clerk review schedule

Listers are going to fill the performance evaluation form, then meet together to discuss. Executive session will be scheduled as below.

8. Item 7: Next meeting date

Regular meeting: Wednesday, Sept. 11, 2019 3:00 pm at Tracy Hall. Lindberg will be absent.

Special meeting: Tuesday Oct. 8th, at Tracy Hall, from 10:30 am to 11:30 am for budget. 11:30 am – 12:00pm for Admin Clerk Review meeting in conference room at Tracy Hall.

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Regular meeting: Wednesday, Oct 9, 2019 at Tracy Hall, 3:00 pm.

9. Adjourn

Smith moved to adjourn. Clement seconded. Vote was unanimous. Meeting adjourned at 4:22pm.

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