

**Norwich Board of Listers**  
Listers' Special Meeting - 3:00 pm  
Wednesday, May 27, 2020

**Draft Minutes**

This meeting was conducted via teleconference using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions.

**Members present:** Cheryl Lindberg, Chair (via Zoom); Pam Smith (via Zoom), Listers; Spencer Potter, Contract Assessor (via Zoom/phone); Masaki Schuette, Administrative Clerk (via zoom/Phone).

**Public:** Doug Wilberding (via Phone), Linda Cook (via Phone)

**1. Call to order**

Lindberg called the meeting to order at 3:18 PM.

**2. Review and approval of agenda – action**

Smith suggested adding finalizing the letter of Grievance process. Lindberg agreed and suggested adding it as #5 and pushing other items down accordingly. Smith **motioned** (2<sup>nd</sup> Lindberg) to approve the agenda as amended. **Vote was unanimous.**

**3. Public Comments / correspondences --**

No member of the public commented.

**4. Approval of change to assessment values in AssessPro – review / discussion / action**

Potter presented his new report which includes all Norwich parcels because there was no other way to include new accounts.

Smith noted 3 changes from the last report:

- 39 Elm St. its assessment increased \$88,500
- Goodrich Four Corners (owned by Graham Webster) is a new account valued at \$149,900
- 1506 New Boston Rd. value decreased \$99,700 as Listers had asked Potter to adjust at their last meeting

In this new report, the difference from the previous year in the CAMA software is a net gain of \$6,556,100. Listers office had sent out a letter requesting old permit hold property owners to update their percentage of completion because our Assessor was not allowed to inspect due to COVID 19. Schuette said 7 of the 19 property owners contacted did not reply.

Smith **motioned** (2<sup>nd</sup> Lindberg) to approve the change of assessment report received today on May 27, 2020 from the contract Assessor with a net increase in value of \$6,556,100.

**Vote was unanimous.**

**5. Finalize the letter of Grievance process – review / discussion**

Listers discussed the details of the effects to grievance hearing and worked on wording of the letter. There is a possibility that Listers will hold face-to-face hearings. Listers will follow the guidance from the State of Vermont. Smith mentioned that the Listers could do concurrent Zoom and face-to-face meetings at Tracy Hall if it is open to the public at the time. This will accommodate property owners and the public who wish to attend remotely. Smith also mentioned adding Doug Wilberding's name to the letter if he is appointed to the

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Norwich Board if Listers at the SB meeting tonight. Smith will forward the letter with all the edits to Schuette so that she can get it ready for the mailing. There was discussion about the grand list schedule, however, no final schedule was set at this meeting. Further discussion is needed at the next meeting.

**6. Finalize review of Land Sales documents for PVR – review/discussion**

Smith presented the forms she completed for Land Sales. Lindberg acknowledged that it was a lot of work to fill these out, and thanked Smith for doing this. Smith will email the completed forms back to our District Advisor.

**7. Approve draft minutes for May 20, 2020 meetings – review / action**

Lindberg **motioned** (2<sup>nd</sup> Smith) to approve the draft minutes from the Listers' special meeting on May 20, 2020. **Vote was unanimous.**

**8. Next Meeting Date**

Wednesday, June 3<sup>rd</sup>, 2020 at 3:30 PM – 4:00 PM. Zoom meeting.

**9. Adjourn**

Smith **motioned** (2<sup>nd</sup> Lindberg) to adjourn the meeting at 4:16 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers