

Norwich Board of Listers
Listers' Special Meeting - 3:30 pm
Wednesday, June 03, 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).

1. Call to order

Lindberg called the meeting to order at 3:30 PM.

2. Review and approval of agenda – action

Lindberg suggested adding an email request from Debora Hannam to public correspondences. Smith asked to add an email from Doug Wilberding to public correspondence. Lindberg also suggested adding the NEMRC letter of “the notice of change of appraisals” to fall under agenda #4. Smith **moved** (2nd Lindberg) to approve the agenda noted as above. **Vote was unanimous.**

3. Public Comments / correspondence -- No members of the public were present.

- Lindberg reported that the Grand List extension letter to PVR, which was signed by Claudette Brochu (SB, Chair) as well as Lindberg, has been sent. Lindberg requested a reply email as proof of the submission, but she has not heard back from PVR. The original letter will be filed with the 2020 Final Grand List, and a copy of that will be filled with the 2020 Abstract.
- Lindberg asked for takeaways from the webinar just before our meeting on “Open Meeting Law Compliance amid Covid-19” by VTLC. Smith pointed out that there is no need to record Lister meetings because the recording requirement is only for legislated bodies. Smith also mentioned that correspondence about agendas or sharing information is not an OML violation if there is an exchange of emails or phone calls. However, Listers should not “reply all” to emails not related to the above because that will become a meeting, which was not warned to the public.
- Lindberg expressed her disappointment that SB still has not advertised the open position on the Board of Listers. At the SB meeting of March 11, 2020, the SB stated that the position would be advertised, however, no ad has been placed to date. Lindberg apologized for not pressing the SB to advertise this opening.
- An email was received from Debora Hannam requesting email notification of notices issued from the Listers office. After much discussion, it was decided that our system does not have a feature to send emails to property owners. Without this system support, this would have to be done “manually” and there is the risk of not sending some importance notices in this manner. Lindberg asked Schuette to send an email to Ms. Hannam telling her we that, regretfully, are not able to accommodate her request and to suggest other ways to obtain Lister notices.
- Smith said she received an email from Doug Wilberding asking how we deal with a property that does not prominently display a permit for the work they are doing. Smith asked about the process of changing the assessment to reflect the increased value of the improvements in such a situation. Potter said that Zoning will issue a violation letter if a permit is required and none has been issued. Once the property owner obtains the required permit, a copy is sent to the Listers office and then he does the follow up on the completion of work and the change of assessment.

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4. Finalize the date for filing the Abstract and mailing the change of assessment letters. – discussion

Potter was able to move the data from AssessPro to NEMRC this morning with assistance from Krajewski, and it went smoothly. Potter has begun the downloading of the Current Use and Homestead Declaration files as they are received from the State. These file downloads are expected to continue throughout the summer. Lindberg suggested filing the 2020 Abstract on June 17, 2020, and mailing out "The Notice of Change of Assessment" letters on the same date. Listers agreed on filing 2020 Abstract on June 17, 2020. The Listers discussed the wording of the editable fields of the NEMRC Change of Assessment Letter and the 2020 Grievance Process notice that will accompany the Change of Assessment letter. Lindberg and Smith will work on the final edits to be ready for 17th of June. Potter mentioned that Norwich likes to add the reason for the change of assessment to every notice. Potter will train Schuette how to add this information in NEMRC so that it will print out on the notices.

5. Finalize date(s) for grievance hearings - discussion

After setting the date for filing the Abstract, the Listers decided grievance hearings will be held July 1st, 2020 from 9:00 AM to 1:00 PM. If additional time is needed to hear all grievances, appointments will be scheduled on July 2nd, 2020 from 9:00 AM to 1:00 PM Deliberations will take place July 2nd, 2020, after all grievances are heard. Potter provided copies of the documents from the State that must be completed and posted or included with the Abstract. The Listers discussed these documents, and paid special attention to the one page that was changed from last year.

6. Approval of draft minutes from 5/27/20. – review / discussion / action

Lindberg **moved** (2nd Smith) to approve the draft minutes from the Listers' special meeting on June 03, 2020 with a correction of the word "hearing" to "hearings". **Vote was unanimous.**

7. Next Meeting Date

Listers' next regular meeting, on Wednesday, June 10, 2020, at 2:00 PM. It will be Zoom meeting.

8. Adjourn

Smith **moved** (2nd Lindberg) to adjourn the meeting at 5:06 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers