

**Norwich Board of Listers**  
Listers' Meeting - 2:00 pm  
Wednesday, June, 10, 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 2:03 PM.

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

Smith suggested adding “Review the update of new Tax Map from Rod Francis, Planning Director & Zoning Administrator.” Lindberg agreed to add it under Correspondence. Smith **moved** (2<sup>nd</sup> Lindberg) to approve the agenda with above addition to the correspondence. **Vote was unanimous.**

**3. Public Comments / correspondence --**

No members of public were present.

**Correspondence:**

- Lindberg read an email from Rod Francis giving an update from Adam Saunders at NEMRC. Adams expects to have the mapping in the mail next week. The Listers will pay for the initial expense for the tax maps out of their FY20 Professional Services budget.
- Lindberg mentioned an email from Dan Fraser regarding the Listers June 3, 2020 Draft Minutes. This will be addressed under Item #9 on the agenda.

**4. Finalize the Grievance Process letter from Listers' office. – discussion**

Listers finalized the Grievance cover letter, which will be mailed with Change of Assessment Notice. The Listers will develop a procedure memo to be provided to grievants when they schedule their grievance hearing. These procedures will be in compliance with the Tracy Hall guidelines for in-person hearings. Additional Change of Assessment Notice will be mailed in the future if there are any assessment changes resulting from the Homestead downloads from the State of Vermont. Only changes in assessment will require a Change of Assessment Notice. A change of status from Resident to Non-Resident, or vice versa, will not require a notice.

**5. Finalize the “NEMRC Notice of Change of Assessment” - discussion**

Listers will finalize NEMRC “Notice of Change of Assessment” generated by NEMRC system. Potter will input the wording before printing the notices.

**6. Finalize plans for filing Abstract on June 17, 2020. – discussion**

Schuette will print the cover letter and other forms ahead of time, review new postage meter usage and get all envelopes ready. Listers will begin their meeting at 9 AM in Tracy Hall. Listers asked Schuette to make sure Town Clerk is available on June 17 to witness the signing of the Abstract. The Abstract announcement will be posted at the Norwich Post Office, the bulletin board outside of Tracy Hall, the Norwich Library, the Listers' page on Town website, Dan & Whit's bulletin board, and on the Norwich Listserv.

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**7. Review of Norwich PILOT Inventory – 2020 – review / discussion**

Listers and Assessor discussed the PILOT inventory and property values, which came from the State to the Town Clerk and Treasure. The Listers will report back to the Town Clerk that there are no changes to the list as submitted by the State of Vermont so she can reply to the request.

**8. Assessor's Report and Invoice for May – review / action**

• **Solar exemption – review/discussion**

Potter is still waiting for the inventory forms (PV-604) from Norwich Solar Technologies, which Potter requested a couple weeks ago. Once these inventory forms are received, they will be sent to our District Advisor, Cy Bailey, for him to calculate the values. Once the value is determined, the Listers will send the owners of the solar arrays a Change of Assessment letter. Anyone receiving a Change of Assessment is then entitled to request a grievance hearing. It is unclear if the Article passed by the Town in 2007 was meant to exempt commercial solar arrays as well as private solar installations. Listers and Potter agreed that they are not exempt; however, Lindberg will contact the Town attorney for an opinion. Listers are required to add these arrays to the 2020 Grand List regardless of their taxable status.

Listers received an Invoice from NEMC for assisting Potter with the data transfer. Listers will review it in next meeting.

Listers asked Potter to add the dates on his monthly report. Listers reviewed Potter's report. Smith **moved** (2<sup>nd</sup> Lindberg) to accept Potter's report and approve his Invoice #1212 for May 2020. **Vote was unanimous.**

**9. Approve draft minutes from Listers' meeting on June 3, 2020 – review / action**

Based on an email from Dan Fraser, the Listers will correct the misspelling of Deborah Hannam's name. Lindberg suggested rewording the minutes to state ".....from Deborah Hannam requesting email notification of notices issued from the Listers software system. After much discussion, it was decided that our software system does not have this capability. Without this system support....." Smith **moved** to approve (2<sup>nd</sup> Lindberg) with the above corrections to the June 3, 2020 Listers' Draft minutes. **Vote was unanimous.** Lindberg **moved** (2<sup>nd</sup> Smith) that Listers adopt the same procedure the Town Manager's office follows for suggested corrections to Selectboard draft minutes. **Vote was unanimous.**

**10. Next Meeting Date**

Wednesday, June 17, 2020 9:00 AM. The agenda will include: Review of June Invoices, Review of the FY20 budget, Approve Abstract.

**11. Adjourn**

Smith **moved** (2<sup>nd</sup> Lindberg) to adjourn at 4:00 PM. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair