

**Norwich Board of Listers**  
Listers' Special Meeting – 3:00 PM  
Wednesday, July 29, 2020

**Draft Minutes**

This meeting was held at the Listers' office in Tracy Hall. As shown below, members were present while following appropriate physical distancing under COVID-19/State of Vermont requirement. The public was invited through teleconference using ZOOM in order to maintain Tracy Hall restrictions under COVID-19 guidance.

**Members present:** Cheryl A. Lindberg, Chair; Pam Smith, Doug Wilberding, Listers; Spencer Potter, Contract Assessor; Masaki Schuette, Administrative Clerk

**Public:** Linda Cook

**1. Call to order**

Lindberg called the meeting to order at 3:01 PM.

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

Lindberg indicated that Becky Grammer from our Finance Office will be joining via Zoom regarding the HS122 download procedure. Since this is a procedural discussion between the Listers' and Finance offices, the conversation with Grammer will occur after adjourning the special meeting. Lindberg mentioned that agenda item #5 is about the NEMRC system-generated letter, which confirms the hearing decision. Smith **motioned** (2<sup>nd</sup> Wilberding) to approve the agenda. **Vote was unanimous.**

**3. Public Comment / correspondence --**

No comments.

**4. Decisions of 2020 grievance hearings on July 24, 2020 – review / action**

Lindberg presented the Listers' decision for July 24, 2020 grievance hearings:

**Parcel ID# 70-009-000: 673 Union Village Road**

**Appeal Denied**

**Parcel ID# 70-010-000: 635 US Route 5 North**

**Appeal Denied**

Smith **motioned** (2<sup>nd</sup> Wilberding) to approve the aforementioned decisions. Wilberding asked Lindberg if the decision letters will be mailed today. Lindberg answered yes. **Vote was unanimous.**

**5. Result of Grievance letter– review / action**

Listers reviewed the result of grievance hearing letters, prepared by the Assessor, which will be mailed today with a Certificate of mailing at the USPS.

**6. Next Meeting Date**

The Listers discussed the possibility of mailing Change of Assessment letters (COA) from the HS122 downloads at the Listers' regular August 12<sup>th</sup> meeting. If the COA letters are mailed on August 12<sup>th</sup>, the grievance hearings for those who receive the letters will be on August 27<sup>th</sup>, 2020, 1 pm – 3 pm, with a due date for the grievance notice of 4:30 pm on August 26<sup>th</sup>, 2020. Listers agreed with this process.

**7. Adjourn**

Wilberding **motioned** (2<sup>nd</sup> Smith) to adjourn the meeting at 3:22 PM. The **vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers