

Norwich Board of Listers
Listers' Regular Meeting – 2:30 PM
Wednesday, Nov. 04, 2020

Draft Minutes

This meeting was held over teleconference using ZOOM. The public was also 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: No members of the public were present.

1. Call to order

Lindberg called the meeting to order at 2:30 PM.

2. Review and approval of agenda – action

Lindberg suggested adding Schuette's resignation letter to Item #3 correspondences.

3. Public Comments --

No members of the public were present.

4. Correspondences – discussion / possible action – review / action

The Listers have recognized Schuette's resignation letter. Lindberg **moved** (2nd Wilberding) to accept Schuette's resignation with regrets. **Vote was unanimous.** Her last day will be Friday, November 13, 2020. Schuette thanked Listers for their understanding and support.

5. Assessor Report & Invoice – review / action

The Listers asked a couple questions regarding Jim Brown's email to Potter about his abutting lot, 766 New Boston Rd. Potter feels that he had answered Mr. Brown's questions. There were mistakes on 5 property transfers that Schuette input to AssessPro after the cutoff date of April 1st, 2020, which were not corrected before lodging the Grand List. Potter will look over them with Schuette next week. Lindberg asked Potter to closely manage the "cut off day" for entry of new data for Grand List in future years. Lindberg asked Potter about our Interactive map that Norwich purchased from NEMRC. Potter explained that they are not using same format as their Grand List, which make Potter very hard to match which Parcel matches which ID#. Potter was not sure if he was the one to raise these issues to NEMRC or Rod Francis (Director of Zoning & Planning). Smith suggested continuing to discuss this topic under next agenda item.

Smith **moved** (2nd Wilberding) to accept Potter's October report and approve his Invoice#1237.

Vote was unanimous.

6. Interactive Mapping Issues - discussion.

Potter told Listers a couple of other issues that he encountered when using the search features in this Interactive map from NEMRC.

Listers asked Potter names of the companies that produce a good Interactive Mappings, Potter gave a CAI Technologies, Littleton, NH. Lindberg will contact CAI for more information and she will write an email to NEMRC expressing our concerns. If the problems cannot be resolved in a

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timely fashion, the Listers may request a full refund for the interactive mapping funds paid to NEMRC.

7. Follow up Parcel # 16-088-000 Autumnwood Heights Investment LLC: Land Value assessment (Waste Water Permit approved by VT) – review/discussion

Now this land is buildable with a waste water permit from the State. It is in Potter's list to change the value of the property as a buildable lot.

8. Annual letter from Connecticut River Valley Flood Control Commission – review

This is the annual update request for: 1) if there was Town wide re-appraisal, 2) current tax rate. Schuette will complete the form with this year's information for signature by the Chair (along with last year's report). These documents will be placed in Listers mail box.

9. Follow up Patriot Property Invoice / meeting / emails --- review/ discussion / action

Wilberding got a response from Patriot Property, he will put those changes in the final agreement to send to Patriot Properties for signature The Listers will sign the agreement when it comes back from Patriot with their signature. The Listers will wait to approve their invoice until they get signed contract back.

10. RFP for Town wide Re-Appraisal (establishing date and time for a work session) – discussion

Listers will have a work session for RFP on Thursday, Nov. 19th 3:30 PM – 5:00 PM over Zoom.

11. Listers' Budget - discussion

Lindberg will submit Listers' budget to TM.

12. Approval of Draft minutes from the meeting on Oct. 14, 2020 – review / actions

Smith **moved** (2nd Wilberding) to approve Draft minutes from the meeting on Oct. 14, 2020.

Vote was unanimous.

13. Next Meeting Date

The Listers' next regular meeting - Dec. 09, 2020, 3:00 PM – 4:30 PM over Zoom. Schuette will request the Zoom booking from the TM's office.

14. Adjourn

Smith **motioned** (2nd Wilberding) to adjourn the meeting. **Vote was unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair

Board of Listers