

# Norwich Board of Listers

## Regular Meeting

2:00 pm Wednesday, October 13, 2021

### Draft Minutes

This meeting was held at Listers' office at Tracy Hall in person.

**Listers present:** Cheryl A. Lindberg, Chair; and Pam Smith

**Listers not present:** Doug Wilberding

**Public:** None present

**Also Participating:** ; Spencer Potter, Contract Assessor, Fielding Essensa, Finance Director and Rod Francis, Interim TM & Zoning Administrator

**1. Call to order**

Lindberg called the meeting to order at 2:00pm.

**2. Review and approval of agenda – review / action /discussion**

Motion by Lindberg to amend the agenda to add correspondence received from Linda Cook to the Public Comments item and add BCA hearing discussion as Item #9. (2<sup>nd</sup> Smith). Unanimous

**3. Public Comments & Correspondence --**

The Listers are in receipt of a photocopied letter provided by Linda Cook from John and Teresa Lyons authorizing Cook to request copies of documents relating to their property. Cook asked to be informed of any charges for the copies. Motion by Lindberg to receive the correspondence from Cook (2<sup>nd</sup> Smith). Unanimous. The Listers will investigate the Town policy of providing copies and any associated charges. This topic will be added to a future agenda.

**4. Tax Penalty Notices – Discussion with Finance Director**

At this point, the Finance Director (FD) and Interim TM joined the meeting. The Listers explained past practices with the FD and Interim TM and provided copies of the letter written by the previous Town Manager that was enclosed with revised tax bills in 2020. The FD and Interim TM said they would look into the matter and get back to the Listers with their conclusions.

**5. Zoning Permits – Discussion with Zoning Administrator**

The Listers inquired about the status of several zoning issues that have been brought to the attention of the Zoning Administrator over the past several months, including one that was grieved by the property owner. The ZA said he welcomes all inquiries and will follow up on those inquiries when received. Some of those issues have been resolved and some need additional follow up from the Zoning office.

**6. Assessors Report & Invoice – review / discussion / action**

Potter noted that he has been working on permit inspections. The Listers asked for more clarification of the "inactive" accounts noted on the 411. Potter said these accounts are annotated in AssessPro as "closed". If the Listers want a reappraisal on "closed" accounts, Potter emphasized that the valuation of any closed account would need to match to the penny the valuation of the parcels included as additional cards in the property owner's account. Potter noted that some software is not capable of producing the same results produced in AssessPro for these situations. The Listers will need to evaluate any proposed software to determine if the capabilities of each package produces acceptable results. Motion by Smith to accept the Assessors Report and approve Invoice #1294 in the amount of \$3,347.01 dated October 1, 2021 (2<sup>nd</sup> Lindberg). Unanimous.

**7. RFP for Reappraisal - update**

The Listers will request an Executive Session with the Selectboard to discuss the status of the Reappraisal RFP and seek guidance on how best to proceed with the process.

**8. Patriot Properties Annual Support Invoice – review / discussion / action**

Lindberg noted that the support received from Patriot Properties has been very slow and has not met our expectations. This matter was discussed with one of the principals of Patriot and Lindberg was assured that an effort will be made to improve response times on future support tickets. Motion by Smith to pay 50% of the support invoice now and the remaining 50% in early 2022 giving an opportunity to assess future support efforts by Patriot Properties (2<sup>nd</sup> Lindberg). Unanimous.

**9. BCA Hearing for Tax Penalty Appeal – discussion**

The Listers reviewed the documents distributed by the Town Clerk for the BCA Hearing. After realizing that the Town Clerk had been given the wrong letter previously sent to the appellant, the correct letter was hand carried to the Town Clerk. Copies of the correct letter will be made available to the BCA at the hearing on Thursday, October 14, 2021.

**10. Approval of draft minutes: 9/8/21 and 10/6/21 – review / discussion / action**

Motion by Lindberg to approve the September 8, and October 6, 2021 minutes as presented. (2<sup>nd</sup> Smith). Unanimous.

**11. Administrative Clerk Position – possible Executive Session for 2<sup>nd</sup> Interviews**

Lindberg noted that one of the five candidates interviewed has withdrawn their application. Of the remaining candidates, the Listers will schedule a 2<sup>nd</sup> interview with any preferred candidate(s) and send letters of regret to those that will not be selected for a 2<sup>nd</sup> interview.

**12. FY23 Budget Preparation – review / discussion / action**

Smith prepared a draft budget based on previous years' submissions. The Listers will prepare the required forms to submit the proposed FY23 budget to the Interim TM for inclusion in the SB budget notebook.

**14. Next Meeting Date**

The next regular meeting of the Board of Listers is set for 2pm on November 10, 2021.

**15. Adjourn**

Motion by Smith to adjourn at 5:00pm. (2<sup>nd</sup> Lindberg). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers