

Norwich Board of Listers

Draft Meeting Minutes

Wednesday, April 6, 2022 10 a.m.

Listers Present: Cheryl A Lindberg, Chair; Pam Smith

Other Participants: Contract Assessor: Spencer Potter, Administrative Clerk: Sara LeBlanc, Property Valuation & Review (PVR) District Advisor: Jennifer Myers

Public: None present

1. Call to Order

Lindberg called meeting to order at 10:13 a.m.

2. Review and Approval of Agenda - review/discussion/action

Smith requested adding a Solar discussion and W.B. Mason invoice to agenda. Motion by Smith to approve agenda as amended. (Lindberg 2nd). Unanimous.

3. Public Comments & Correspondence - review/discussion

No public present. Lindberg received an email response from the Town Manager but has not seen adjustments thus far reallocating NEMRC invoice. Lindberg will send a follow up email. Lindberg reported that she received an email from the Town Manager that the Patriot Properties invoice will be paid through the budget allocated for the Tracy Hall server migration. The Patriot Properties invoice will not be paid through the Listers' budget.

Lindberg acknowledged the receipt of a memo written by a group of area attorneys to the Zoning Administrator titled: Consolidation Deed as Subdivision. The Listers discussed how that memo would impact decisions for the upcoming Grand List. Motion by Lindberg to accept all correspondence. (Smith 2nd) Unanimous.

4. Solar Installation Discussion

Lindberg and Smith discussed the need for the Town of Norwich to stay informed of all new solar installations of 50KW or greater. Lindberg pointed out that the paper flow for these installations does not come directly through Norwich and that there is a need for Listers to monitor the Public Utilities Commission (PUC) website and request this installation information directly from the company that is installing the solar. Jen Myers, PVR District Advisor, stated these larger solar installations should appear in the Grand List regardless of taxability. Myers also stated that any solar credits that are sold is a commercial installation and would be taxable. Myers forwarded form PV-604 (Vermont Photovoltaic (PV) System Inventory Form) to the Listers to so they may request the inventory of any 50KW or greater installation.

5. Assessor's Report & Invoice - review/discussion/action

Potter stated that he is questioning his ability to meet the Listers deadline for the abstract in late May. The Listers asked how they could help with getting the work done and will discuss a plan with him. Potter stated that he will revisit his report on inspections that still need to be

completed and will provide the Listers with an updated report as soon as he has one. Lindberg mentioned the importance of Potter getting sketches completed and data entered into AssessPro for the upcoming Abstract. Smith asked Potter to prioritize the permits that will have the greatest impact on Grand List valuations. Patriot Properties has agreed to provide training on AssessPro to the Listers and the Admin Clerk. This will provide them with the tools needed to assist Potter in getting the data entered in a timely manner. The Listers and Administrative Clerk will be able to handle address changes and smaller data entry.

Potter has requested a decision from the Listers on parcel mergers. This Listers will be reviewing the memo received under correspondence and provide Potter with a decision on the consolidation of parcels. The Listers will also reach out to the Zoning Administrator for clarification of the memo received.

Motion by Lindberg to accept the Assessor's report dated April 1, 2022, and approve Invoice #1331 dated April 1, 2022, in the amount of \$3,371.35. (2nd Smith). Unanimous

7. Grand List Timeline – review/discussion

Referring to the calendar in the PVR Lister Handbook, Smith stated that the Abstract needs to be lodged no later than June 4th. The Listers want to lodge the Abstract on May 25. Lindberg has contacted Patriot Properties to roll the AssessPro data to the NEMRC Grand List module on April 15th. Potter will be able to download current use and Homestead Declarations to date. Additional AssessPro work will occur between April 15 and May 25. With this timeline, the Listers have set a tentative date of June 15 for grievance hearings and June 29 for lodging the 2022 Grand List. This will allow the Selectboard to set a tax rate in early July.

8. W.B. Mason Invoice

An invoice for office supplies was received. Smith moved to approve the W.B. Mason invoice for \$50.42. (2nd Lindberg) Unanimous.

9. Approval of Minutes of March 16, 2022 - review/discussion/action

Motion by Smith to approve the minutes from March 16, 2022, as presented. (2nd Lindberg). Unanimous.

10. Next Meeting Date

The next meeting will be on Wednesday, May 11, 2022, at 10:00am. (2nd Lindberg) Unanimous. The Listers recognize they may meet before May 11.

12. Adjourn

Motion by Smith to adjourn at 11:24 a.m. (2nd Lindberg). Unanimous.

Respectfully Submitted,

Cheryl A. Lindberg, Chair
Board of Listers