

**Norwich Board of Listers**  
Regular Meeting – 3:00 pm  
**Wednesday, July 13, 2022**

Draft minutes

Listers Present: Cheryl A. Lindberg and Pam Smith

Others Present: Contract Assessor Spencer Potter; Linda Cook joined the meeting at 3:02pm

**1. Call to Order**

The meeting was called to order at 3:00pm

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

Motion by Lindberg to add an Errors & Omissions (E&O) request as Item #5 for a Disabled Veterans Exemption to the agenda and move Administrative Assistant position item to #8. (2<sup>nd</sup> Smith). Unanimous.

**3. Public Comments & Correspondence –**

No public comments. Lindberg stated that the Town received the order for reappraisal from the State of Vermont dated July 12, 2022. The Selectboard has 30 days to acknowledge receipt of the order and 150 days to develop a plan for reappraisal. The Listers will wait to hear from the Selectboard on next steps.

**4. Town Withdrawal from Current Use – discussion**

The Town of Norwich purchased a parcel of land from the Upper Valley Land Trust (UVLT) earlier this year. Known as the “Woody Adams Parcel”, this land was enrolled in the Current Use (CU) program. While the UVLT may own land enrolled in CU, the Town may not. Thus, the Town Manager filed Form LV-314 with the State on June 23, 2022, to withdraw 178 acres from CU. The Listers are working with the Town Manager, who has consulted the Town Attorney involved with the transaction, to determine why the withdrawal from the CU program was overlooked. The Listers will determine a valuation of the parcel for calculation of the Land Use Change Tax (LUCT). The Listers have also consulted with their District Advisor who provided basic guidelines to follow. The Listers will conduct a site visit to better understand the topography of the parcel and how that may affect the valuation. The Listers are waiting to hear back from the Town Manager and are in need of meeting a deadline for this response to the State.

**5. Errors & Omissions Request for Disabled Veterans Exemption**

The Listers have received a late-filed request for a Disabled Veterans Exemption which was verified and approved by the Vermont Office of Veterans Affairs. Having already lodged the Grand List with the Town Clerk, the Listers will send an E&O request to the Selectboard for approval of this exemption at their July 27 meeting.

**6. Assessor monthly report and invoice – discussion/action**

The Listers offered to assist the Assessor with some of the administrative tasks while we search for a new Administrative Assistant. They asked the Assessor to provide monthly updates on permit work to include site visits done and permits that still require visits. Lindberg asked Potter if he would start conducting interior inspections when interior work is indicated on permits and Potter said yes. We continue to receive HS-122 and CU downloads from the State. Lindberg will email the Finance Director to remind him to provide copies to the Listers of any revised tax bills with a penalty so that we may track the 14-day grievance period allowed. Potter again reminded the Listers that we should decide on the CAMA software package we wish to use for the upcoming reappraisal before issuing an

RFP. The Listers agreed that an evaluation of the 3 major CAMA software packages is needed prior to the issuance of a reappraisal contract. Motion by Smith to accept the Assessor's report dated July 1, 2022 and approve Invoice #1347 dated July 1, 2022 in the amount of \$3,419.40 (2<sup>nd</sup> Lindberg). Unanimous.

**7. Approval of Draft Minutes of June 8, 2022 and July 6, 2022 – discussion action**

Motion by Smith to accept the draft minutes for June 8 and July 6, 2022 as presented (2<sup>nd</sup> Lindberg). Unanimous.

**8. Administrative Assistant position – discussion/action**

The Listers will review and edit the job description prior to advertising this position.

**9. Next meeting date -**

The next meeting date is set for 3:00pm on Wednesday, August 10, 2022.

**10. Adjourn -**

Motion to by Lindberg to adjourn at 4:19pm (2<sup>nd</sup> Smith). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers