

Town of Norwich, Vermont

Office of the Listers

Draft Minutes for the Meeting of Wednesday, August 9, 2023

Attending: Listers – Cheryl A. Lindberg, Ernie Ciccotelli and Jonathan Vincent  
Spencer Potter – Contract Assessor  
Public – None

1. Call to order - The meeting was called to order at 3:00 p.m.
2. Review and approval of agenda – Ciccotelli made a motion to approve the agenda as presented. Second by Vincent. Approved unanimously.
3. Public Comments/Correspondence – No public comments. Lindberg reviewed the E&O memo to the Selectboard with the Listers. The memo will be discussed by the Selectboard tonight at their meeting, with the hope that they approve the corrections.
4. Reappraisal update – Lindberg mentioned that KRT Appraisal has a data collector coming tomorrow to begin the site inspections. She helped print property record cards for their use due to an IT issue with their laptop. CCI will help resolve the matter. Lindberg asked the other two Listers to cover emails, phone calls and any other office matters while she is away next week. Lindberg has asked KRT to attend monthly meetings to provide updates on their on-going work and they have agreed to give Listers monthly updates.
5. Assessor Report and Invoice – The Listers reviewed the June report from Potter and asked a few questions. Discussion about how to handle questions Potter has in order to do his work was discussed and the Listers want questions to come to the full Board at the monthly meetings. Lindberg suggested the current PTTR problem be resolved by Potter writing to the attorneys and getting answers, then processing the information as instructed in the prior meeting minutes. Vincent and Ciccotelli want to process the information as interpreted by them and Potter and have Potter email the decision to the property owner with the ability to correct the decision before April 1, 2024. Lindberg asked for a motion. Vincent moved to process the PTTR as written resulting in two active parcels each with a grand list account. Seconded by Ciccotelli. Discussion included Potter communicating this decision to the property owner and their attorneys stating that they can make changes/corrections before April 1, 2024. The motion passed with Vincent and Ciccotelli YES; Lindberg NO. Lindberg presented another request to the Listers regarding a property owner's barn/apartment designation. After discussion, Vincent made a motion, seconded by Lindberg that the Listers would not change the assessment breakdown on the property record card. Motion passed unanimously. Lindberg will communicate the decision to the property owner.  
A motion was made by Vincent, seconded by Ciccotelli to accept Potter's report, and approve his invoice for July 2023 in the amount of \$2,919.36. The motion passed unanimously.

6. Request for abatement of penalty on late-filed Form HS-122 – Lindberg mentioned that it was the practice of the prior Board of Listers to review each situation and, if appropriate, waive the penalty of a first-time request. Both requests were made in writing and neither appellant was present. After deliberations, Ciccotelli moved and Vincent seconded the motion to follow the procedure to waive the penalty of a first-time request. Motion passed unanimously. Lindberg will communicate the decision to the appellants.

7. Approval of draft minutes – Vincent moved and Ciccotelli seconded a motion to approve the draft minutes of the meetings held on May 13<sup>th</sup>, May 14<sup>th</sup>, July 7<sup>th</sup> and July 19, 2023. The motion passed unanimously.

8. Next meeting date – The next Listers’ meeting will be Thursday, September 14, 2023 when all Listers are available.

10. Adjournment – A motion to adjourn was made by Vincent and seconded by Lindberg. The motion was voted unanimously, and the meeting adjourned at 4:21 p.m.

Respectfully,

Cheryl A. Lindberg, Chair  
Board of Listers