

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Special Meeting

Thursday, February 15, 2024 – 3:00 pm

Attending: Listers – Cheryl A. Lindberg, Jonathan Vincent and Ernie Ciccotelli (joined at 3:10 pm)
Public – Kevin Leen, KRT Appraisal Project Manager for Norwich

1. Call to order - The meeting was called to order at 3:07 pm.
2. Review and approval of agenda –Vincent made a motion to approve the agenda as posted. The motion was seconded by Lindberg. The motion was approved unanimously.
3. Public Comments/Correspondence – No public present. Lindberg mentioned that the Listers received a revised PVR-317 from the Norwich Community Collaborative. It was decided that the Listers would review this new PVR-317 at their next meeting.
4. KRT Appraisal update – The Listers were joined on Zoom by Kevin Leen, the Project Manager for the Norwich town-wide reappraisal. The Listers reviewed the most recent production status report dated 2/12/2024 with Leen. 61% of the parcels have been visited. About 35.15% of the parcels visited are complete. All 133 woodland/miscellaneous land parcels have been visited. The Listers inquired about the timing to finish the remaining parcels and Leen indicated that more data collectors would be added to finish the reappraisal as the deadline for the Abstract approaches. Discussion about future interior inspections revealed that there will be a letter sent to property owners who have not had an interior inspection in mid-April so that property owners can schedule an interior inspection at a date and time convenient for their schedule. This process will include any properties with NO TRESSPASSING signage. Photos, data collection changes and new sketches are being entered into the assessment software (AssessPro) at this point. Building permits will be updated in this process.
5. Budget discussion – No update from the Selectboard yet on the request to switch the Listers from a stipend to hourly rate in the FY25 budget. Town counsel has not responded to the SB inquiry on this change. The Listers reviewed the budget report provided by the Finance Office and Lindberg received a response from the Finance Director that there was not an accrual of unpaid stipends at 6/30/23, so the Lister stipend line item will be over budget in FY2024.
6. Lister Clerk up update – Lindberg provided an update on the office. The Lister Clerk is entering change of address information, responding to emails and phone messages. The occasional office visits are helpful to residents needing property information. Appointments are made when a visit requires specific assistance. The Clerk is entering the Building Permit information. Current Use files have been updated with the

assistance of the contracted Lister hired to assist the Board of Listers. Property transfers are being entered by the contracted Lister as well. Lindberg was invited to be on a committee that will work on the tax billing process out of the State's grand list software known as VTPIE. One meeting has been held so far.

7. Lister Training 2024 – Lindberg reviewed the upcoming training schedule that PV&R will provide so that each Lister can get the dates in their respective calendars. These are important to the Listers due to the switch as of July 1, 2024 to the new software (VTPIE) the State has purchased for the maintenance of all Town grand lists.
8. Approval of January 17, 2024 draft minutes – After review, Vincent moved to approve the draft minutes as presented. Ciccotelli seconded the motion. The motion passed unanimously.
9. Future meeting date – March 13, 2024 will be the next regular meeting date.
10. Adjournment –A motion was made by Vincent, seconded by Ciccotelli to adjourn the Meeting. The motion passed unanimously and the meeting was adjourned at 4:59 pm.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers