

Town of Norwich, Vermont

Office of the Listers

Draft Minutes – Special Meeting

Thursday, October 10, 2024 – 7:00 pm

Attending: Listers – Cheryl A. Lindberg and Ernie Ciccotelli
Public – Michael Adams and Tony Adams on Zoom

1. The meeting was called to order at 7:02 pm by Lindberg.
2. Review and approval of agenda – Lindberg suggested adding an appeal of the late-filing penalty to the agenda. Ciccotelli made a motion to approve the agenda as amended. The motion was seconded by Lindberg. The motion was voted unanimously.
3. Public Comments/Correspondence – No public comments made. Lindberg noted that Amanda Beaulieu successfully completed the Vermont Property Assessor, Level 1 designation and received this award on June 11, 2024. Congratulations to Amanda who works with the Norwich Listers office as a contracted assessor.
4. Reappraisal update – Lindberg mentioned several items: due to short notice of the meeting, KRT did not have a person that was available to attend; she reviewed the email recap of the 9/9/2024 meeting with KRT; she provided copies of their most recent Production Status Report and their updated schedule for completing the reappraisal for 4/1/2025. Ciccotelli asked for clarification on the percentages shown on the Production Status report. Lindberg plans to ask for a report from KRT reflecting the parcels that haven't had an interior inspection in order to gain more interior inspections and set a date for those to occur. The Sales Field Review is to begin on October 14th and end on October 18th. The only open item on the updated schedule is the date for informal hearings, should we do those. Lindberg will contact KRT on these matters next week.
5. Lister Budget – Lindberg and Ciccotelli reviewed the latest financial report on the current fiscal year. Due to the lower cost for assessing services, that line item is below budget. The Lister budget recommendation for FY26 will be held to any increase proposed by the Selectboard. The Listers plan to do an RFP for Assessing services next April/May to see what is available. Lindberg suggested that the Listers budget for the upgraded version of AssessPro (AP5) in the FY26 budget which will have an initial cost of \$6,000 to do the upgrade and a \$10,250.00 annual support and maintenance cost if cloud hosted or \$7,300 if not in the cloud. The additional costs for not using the cloud will potentially include updating the Town server and an SQL license. Lindberg also asked about the parcel sketches and whether ArcView is needed. With the cloud-hosted option, shapefiles are used. With the desktop option, we would need both ArcEngine and GISPro licenses. The Listers believe the cloud-hosted option will be the least expensive for the Town and will recommend the conversion in the budget discussions.

The invoice for FY25 maintenance and support for the current AssessPro version is awaiting feedback from the Town Manager as to who will sign the annual maintenance and support agreement.

6. Norwich/Sharon boundary line – Lindberg mentioned that she has scheduled a meeting with the Sharon Listers on October 21, 2024, at 10:00 am and invited Ciccotelli. Lindberg has also been in communication with the GIS mapping company that did the mapping for Norwich back in 2007 to attempt to gain information on the boundary line and any parcels affected in the tax map adjustments besides the Adams parcel. More data is to be received for the Listers to review.
7. BCA Decision Adams parcel – Lindberg updated the Listers on the recent BCA decision and the steps needed to implement the decision, unless there is an appeal which has a 30-day window from the issuance of the decision. Lindberg noted that the BCA decision is only for one year and the reappraisal can affect the value of the parcel like all land in Norwich. Lindberg printed out the record cards for surrounding parcels to compare the land acreage. It is State law to assign a 2-acre site assessment to all parcels. Current Use has been in touch with the Listers but will wait the 30 days to change their records. Lindberg asked Ciccotelli to review the draft minutes, and the changes recommended to them, since one of the changes involves his comments. Lindberg has responded to the change related to her comments at the meeting. Both Michael and Tony Adams made comments on this agenda item. Tony also asked about 9.82 acres owned by his mother and whether Norwich was currently taxing it. It is being taxed by Sharon, VT. The Listers acknowledged receiving an email from a real estate agent asking the same question. The Listers need time to review the facts and then respond next week.
- 7(a) Appeal of penalty for the late-filing of Form HS-122 – The Listers read an email received by them yesterday requesting the waiving of the \$1,758.77 penalty for the Samwicks. Due to a K-1 being unavailable by the April 15th deadline, they filed for an extension and assumed that TurboTax would send the HS-122 on time. They realized that their assumption was incorrect. The Listers will review the information again when they go into a deliberative session after tonight's meeting and make a decision that will be sent to the appellant.
8. Approval of draft minutes for 8/29/24 and 7/18/24 – Ciccotelli made a motion to approve the draft minutes for both meeting dates. The motion was seconded by Lindberg. Motion passed unanimously.
9. Adjournment – A motion was made by Ciccotelli, seconded by Lindberg to adjourn the meeting. The motion passed unanimously, and the meeting adjourned at 8:24 pm.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers