

## **Town of Norwich, Vermont**

Office of the Listers & Zoom

### **Draft Minutes – Special Meeting**

Wednesday, September 3, 2025 4:00pm

Present: Listers – Cheryl A. Lindberg, Pamela T. Smith, and Ernie Ciccotelli

Others Present: Priscilla Vincent

1. **Call to Order** – Lindberg called the meeting to order at 4:00pm.
2. **Review and approval of agenda** – Lindberg requested the addition of the request from the Finance Office for a first draft of the FY27 budget as Item #9, moving all other items down by one on the agenda. **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the agenda as amended. The motion passed unanimously.**
3. **Public Comments** – None.
4. **Discussion of Grievance hearing process/BCA appeals** – Lindberg stated that of the 193 grievances heard, we have been informed by the Town Clerk that she has received 21 valid appeals to the BCA. The Chair of the BCA and the Clerk are working on a schedule for the hearings. The Listers have sent a copy of the list of appellants to KRT with a request for them to provide documentation in defense of their valuations. The TM was cc'd on this request. Priscilla Vincent said that she attended the BCA training session conducted by VLCT along with several other Norwich BCA members. She stated that there was a strong emphasis on the tenet that the Listers enjoy the presumption of correctness at BCA hearings. She also thanked the Listers for a job well done and expressed her appreciation for the Listers' outstanding job throughout the reappraisal.
5. **2026 Lister Certification Requirements** – Per 32 VSA § 4052(b) as amended by Act 68 (2023), Listers and assessors must be certified as determined by the Director of Property Valuation and Review. The Listers have one year beginning January 1, 2026 to reach the Vermont Property Assessor I (VPA I) level. This training amounts to 48 hours of classes provided by both the International Association of Assessing Officers (IAAO) and Property Valuation and Review (PVR). New Listers will have one year from the date of their election or appointment to meet this requirement. The Listers need to make sure the FY27 budget request accounts for these training hours. Lindberg stated that she and Smith have registered for the Lister track at the upcoming VLCT Town Fair on October 8, 2025. She encouraged Ciccotelli to register if his schedule permits.
6. **Contract Assessor RFQ** – The Listers have a copy of the RFP for a contract assessor that went out in 2018. This will need to be updated to reflect the current office needs.

Smith noted that the Listers currently have a good team and have proven that they can do most of the work needed to produce the annual Grand List. The new training requirements for Listers will add to the skill set of every Lister. However, there is a need for an assessor to assist with conducting and inputting data from permit visits. This work typically happens in the Spring to determine property values as of April 1<sup>st</sup> of each year. Lindberg noted that we do not have all of the tools that go into this kind of work, such as measuring devices, that are needed to gather data for sketches in AssessPro. Smith stated that during the August 27 webinar she asked if PVR could provide a list of certified assessors. PVR does not have a list. Lindberg suggested that we could post on the Listers listserv (Comp-60) and Muninet, as well as the VLCT website, which has a “help-wanted” section.

7. **Software Upgrade – AssessPro AP5 version** – Lindberg stated that our FY26 budget includes funding for the upgrade costs and the associated annual support costs. Lindberg would like to prioritize this conversion. Smith noted that Lindberg is the only Lister who is proficient in all 3 software packages utilized in the creation of the Grand List, i.e., AssessPro, VTPIE, and NEMRC. The Listers agreed that we should move ahead with the upgrade after the BCA appeal process has ended.
8. **Software Upgrade – Windows 11** – The Listers have been contacted by CCI requesting a date and time to upgrade the 2 desktop and 2 laptop computers from Windows 10 to Windows 11. The Listers will reach out to CCI to schedule this upgrade.
9. **FY27 Budget Request** – This morning the Listers received a request from the Finance Director to submit our FY27 budget request to the finance office no later than Friday, September 12. Lindberg and Smith will draft a FY27 budget to review with Ciccotelli before it is submitted to Finance.
10. **Approval of Draft Minutes: 7/2, 7/17, 7/18, 7/21, 7/22, 7/23, 7/24, 7/28, 7/29, 8/6, 8/7, 8/8, and 8/15** –

**Smith moved to approve the July 2, 2025 minutes as presented (2<sup>nd</sup> Ciccotelli).  
Approved unanimously.**

Smith recommended that the July 17, 18, 21 and 22, 2025, minutes be changed from “grievant” to “property owner” and from “case” to “grievance” in the first paragraph.

**Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the July 17, 18, 21 and 22 minutes as amended. Approved unanimously.**

Smith recommended the above change to the July 23 minutes along with a correction to Grievance #1 changing the address from “74 Turnpike Road” to “748 Turnpike Road” and changing interior inspections were “done” to inspections were “scheduled” in the final paragraph. **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the July 23 minutes as amended. Approved unanimously.**

Smith recommended the same changes to the July 24 minutes as those made to the July 17, 18, 21 and 22 minutes. **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the July 24 minutes as amended. Approved unanimously.**

Smith recommended the same changes to the July 28 minutes as those made to the July 17, 18, 21 and 22 minutes along with a change to Grievance #3 to reflect 69.4% instead of 65.4%, Grievance #5 to say "...was suggested to reduce the land....", and Grievance #16 to say "baths and kitchen, and many other aspects of the dwelling and land". The final paragraph should read inspections were "scheduled" instead of "conducted". **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the July 28 minutes as amended. Approved unanimously.**

Smith recommended the same changes to the July 17, 18, 21 and 22 minutes, along with a change to Grievance #14 to reflect "103%" not "1.03%". **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the July 29 minutes as amended. Approved unanimously.**

Smith recommended adding 9:00 am to the heading of the August 6, 2025 minutes, along with a change to Grievance #6 to state "grieved by her son, Jeremiah Blatz". **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the August 6, 2025 minutes as amended. Approved unanimously.**

Smith recommended adding 9:00am to the heading of the August 7, 2025 minutes and change Grievance #14 from "intended" to "declared their intent" and Grievance #17 from "by the close" to "before the close". **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the August 7, 2025 minutes as amended. Approved unanimously.**

Smith recommended adding 9:00am Friday to the heading of the August 8, 2025 minutes and change Grievance #8 from "not yet received by the Listers" to "but none was received before the close of grievance hearings." **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the August 8, 2025 minutes as amended. Approved unanimously.**

Smith recommended adding the comment from Kris Clement to the August 15, 2025 minutes at the end of Item #4. **Motion by Ciccotelli (2<sup>nd</sup> Smith) to approve the August 15, 2025 minutes as amended. Approved unanimously.**

**11. Adjournment – Motion by Ciccotelli (2<sup>nd</sup> Smith) to adjourn at 5:15pm. Approved unanimously.**

Respectfully,

Cheryl A. Lindberg, Chair  
Board of Listers