

Town of Norwich, Vermont

Office of the Listers & Zoom

Draft Minutes – Special Meeting

Friday, October 10, 2025 11:00am

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

1. **Call to Order** – Lindberg called the meeting to order at 11:00am.
2. **Review and approval of agenda** – Smith requested that the agenda be changed to reflect the day of the meeting as Friday, not Wednesday. **Motion by Smith (2nd Ciccotelli) to approve the agenda as amended. The motion passed unanimously.**
3. **Public Comments & Correspondence** – None.
4. **Approval of Draft Minutes: 9/3/2025** – There were no comments or requested amendments to the minutes. **Motion by Ciccotelli to approve the 9/3/2025 minutes as presented (2nd Smith). Motion passed unanimously.**
5. **2026 Lister Certification Requirements** – Lindberg stated that this is on the agenda as a reminder that the Listers need to keep in mind that this requirement takes effect on January 1, 2026. The Listers are required to complete 48 hours of training during 2026 and we need to budget for this training in our FY27 budget request for any new Listers that may be elected or appointed in the upcoming fiscal year. This training requirement will be shared with the SB during the FY27 budget process.
6. **Contract Assessor RFQ** – Smith questioned the value a contract assessor could bring to the Lister's office at this point. The Listers have worked with KRT to complete the 2025 reappraisal, conduct permit visits, hear grievances and appeals to the BCA. Smith could not identify any work that requires the skills of a contract assessor at a rate of between \$75 and \$100/hour and asked if other Listers had a different opinion. The Listers have acquired a great deal of proficiency with the AssessPro software. The Listers have the skills to enter PTTRs and permits that have not been entered since the April 1st cutoff. While we do not possess confidence in the area of sketches, this is a skill that can be easily acquired when there is time to devote to training for this last piece. It was the consensus of the Listers to delay the discussion of issuing an RFQ for a contract assessor to a future date.
7. **Software Upgrade – AssessPro AP5 version** – The Listers will not be ready to convert the current version of AssessPro to AP5 on November 1st as originally anticipated. Smith stated that she spoke to one of the Listers from Randolph at the VLCT Town Fair

who is currently using AssessPro AP5. The Randolph Lister stated that the transition was not difficult and offered to assist the Norwich Listers with the process. Motion by Smith to postpone the conversion to AP5 to January 2026 (2nd Ciccotelli). The Motion passed unanimously.

8. **Appeal of the late filing of HS-122: McKibben/Swartz** – Lindberg stated that the Listers have received a written request for waiving the HS-122 late filing penalty from the McKibben/Swartz parcel at 95 Stowell Rd. They have always filed on time in the past but used the 2024 Form HS-122 for their 2025 filing with the State which was not recognized by the State and they have refiled late using the 2025 Form HS-122. The Listers will deliberate privately on this request.
9. **Adjournment – Motion by Smith at 11:31 am to adjourn the Lister meeting and to enter a deliberative session. (2nd Ciccotelli).** Motion carried unanimously.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers