

Norwich Board of Listers
Draft Minutes – Special Hybrid Meeting
Thursday, November 13, 2025 – 4:00 pm

Attending: Listers – Cheryl A. Lindberg, Ernie Ciccotelli (arrived at 4:02 pm) and Pam Smith– in person
Public – Priscilla Vincent – in person

1. **Call to Order** -- The meeting was called to order at 4:00 pm.
2. **Review and approval of agenda**
Motion by Smith (2nd Lindberg) to approve the agenda as presented. Unanimous.
3. **Public Comments/Correspondence**
None.
4. **Approval of Draft Minutes – 10/10/2025**
Motion by Ciccotelli (2nd Lindberg) to approve the 10/10/2025 Lister minutes. Unanimous.
5. **Software Upgrade – Catalis Invoice – AssessPro AP5**
Smith spoke to Jeff Leone at Catalis to review the invoice. The cost for the upgrade will be \$2,342.50 for support January 1 – June 30, 2026, plus \$4,500 for converting 12 years of data to the new format and \$1,500 for 8 hours of training. The total expenditure in FY26 would be \$8,342.50. Lindberg noted that this is a 4-year contract, which extends through FY29. The total for the 4-year commitment would be \$42,932.31. Ciccotelli asked about the Master Software Subscription and Services Agreement referenced under “Terms and Conditions”. He will review and convey any concerns to the other Listers before this document is sent to the Town Manager for signature. Lindberg also noted that there is a reference to “Schedule C: Recurring Professional Services Scope of Work, *if applicable*”, which was not attached. Smith will reach out to Jeff Leone to determine if Schedule C is not applicable.
6. **KRT Invoices - #3299 & #3300**
Lindberg stated that there were concerns with the two invoices noted on the agenda and that they did not adhere to the terms of the contract with KRT. These issues were resolved via email this morning with KRT. There are now 3 invoices. Invoice #3299 Revised for the final work of performing the reappraisal, Invoice #3326 for one-third of the Retainage due when grievances and BCA appeals are completed and Invoice #3327 for one-third of the Retainage when the USPAP manual is received. KRT has indicated they will send someone to deliver the USPAP manual and pick up the checks when they are ready. The invoices were given to Finance today for inclusion in the next check run. Once these payments have been processed, KRT will only be owed the final third of the Retainage which is payable when the Vermont Department of Taxes, Division of Property Valuation and Review notifies the Town of Norwich that the “reappraisal was successful”.
7. **Budgets – FY26 and FY27**
Lindberg stated that the Listers have submitted their FY27 budget request with a 5.99% increase over FY26, which is under the 6% cap established by the SB. This Listers budget will be discussed at the SB meeting on December 10. The Lister Office Wages line item in FY27 includes enough hours to cover the 48 hours of training every Lister is required to complete next year along with the day-to-day

work of the office. The Listers will provide a copy of the letter received from PVR Director Jill Remick for the December 10th SB packet which explains these training requirements. **It should be noted that the Listers are the only elected officials with a statutory requirement for training.**

Lindberg also noted that the Listers are overspent on the Lister Office Wages line item in FY26 as of the September 2025 Budget Status Report. This over-expenditure is due to the extraordinary number of hours that were required for the reappraisal. Lindberg noted that the Listers have not overspent their total budget, therefore, we are still within the constraints of the Article that was approved by the voters in August 2024. Smith stated that the Listers are now making a concerted effort to reduce work hours to try to keep expenditures within the total appropriation. Lindberg said she will ask the Finance office to reclass \$104.00 of postage expense to the Reappraisal Reserve Fund, which was for the Certificate of Mailing for Use Allocation Letters. She also mentioned the Listers, as elected officials, may not be eligible for overtime pay under the Fair Labor Standards Act (FLSA). The Listers need to do more research before asking the Finance Office to make any adjustments to the wages paid to the Listers in FY26. Smith presented an Excel spreadsheet showing the Listers budget to actual numbers from FY16 through FY25. The Listers had a surplus every year ranging from \$1,796 in FY16 to \$40,445 in FY24. The total surplus for the 10-year period was \$189,699 or an annual average of \$18,970. FY26 is unusual in that the reappraisal work took far more hours than budgeted, but we will try to come in under budget again, if at all possible.

8. Appeal of the late filing penalty – HS-122 – Childs

Ed and Joyce Childs have requested a waiver of the HS-122 late filing penalty. Ed Childs provided a copy of the September 3rd letter he received from the State stating they had not received his HS-122 for 2025. Ed also provided a copy of the HS-122 form that he signed and dated 4/14/2025, which he said he mailed to the State on September 13th after receiving the letter from the State asking if he intended to file his HS-122, proving that he had submitted the HS-122 back in April when it was due. The Listers will deliberate after this meeting adjourns and issue their decision to the Childs.

9. Adjourn Meeting

Smith made a motion to adjourn to deliberate at 4:53pm (2nd Ciccotelli). Unanimous.

Respectfully,

Cheryl A. Lindberg, Chair
Board of Listers