

Norwich Board of Listers
Regular Meeting – 7:00 pm
Wednesday, April 15, 2026

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

Public Present: Priscilla Vincent

1. Call to Order

The meeting was called to order at 7:05 pm

2. Election of Chair

Motion by Smith to nominate Lindberg as Chair (2nd Ciccotelli). Lindberg accepted the nomination. The vote was unanimous.

3. Review and approval of agenda – discussion/motion

Motion by Smith to add budget review and VPA1 certification training status to the agenda as items 5 and 6 and move all remaining items down making them items 7-11 (2nd Ciccotelli). The vote was unanimous.

4. Office Hours – discussion/possible motion

Lindberg moved to keep the office hours on Thursday from 9am to 4pm (2nd Ciccotelli). The vote was unanimous.

5. Budget Review

Lindberg reviewed the 9-month budget status report received from the Finance Office. Our current expenses are \$106,134 against a budget of \$117,399. The \$26,000 approved by the SB to be taken from the Reappraisal Reserve Fund to cover the Lister wages for the reappraisal work was not put into the wage line item. Per the recommendation from the auditor, the \$26,000 was applied to the General Fund as revenue. The software maintenance/update budget has \$6,015.96 remaining. Smith estimated that there are sufficient funds to cover the map hosting invoice, AP5 annual support and training expenses as well as the annual support of the NEMRC Grand List module.

6. VPA1 Certification Training Status

Lindberg noted that there is a requirement for Listers to receive 48 hours of training as of January 1, 2026. All 3 Listers have attended several classes that have been offered and made significant progress toward VPA1 certification. Smith noted that there are some recommended classes in April and some required classes in July and August. Smith stated that she believes all training, recommended and required, is beneficial toward the work of the Listers in producing the annual Grand List.

7. AP5 Conversion – Discussion/possible motion

- Values Changes

- Training

- 2026 Grand List Data Entry

Lindberg stated that the conversion from AssessPro Classic to AP5 has resulted in some value changes as documented in a report provided by Catalis. We have been checking the values that changed substantially and find that 6 of the 11 that were increases in excess of 10% are actually unchanged between Classic and AP5. We will continue to work with Catalis on the value changes. Lindberg also noted that we have had one training session with Catalis on the AP5 software and a second training session is scheduled for April 16.

Lindberg listed the data entry that needs to be completed for the 2026 Grand List includes PTTRs, permits, Current Use allocations, Homestead Declarations, 2025 BCA decisions and sales verifications.

Motion by Lindberg to record PTTRs that closed no later than April 1, 2026 in the Grand List irregardless of the date they are recorded by the Town Clerk (2nd Ciccotelli). The vote was unanimous.

Lindberg stated that we have already received 4 requests for grievance hearings for the 2026 Grand List. These property owners will receive notification of the grievance period when the Change of Assessment notices are mailed.

8. Listers Policy on Merged or Subdivided Parcels – Discussion/possible motion

The Listers agreed that this policy should be reviewed with Zoning before taking any action.

9. Approval of Lister draft minutes – 11/13/2025 – Discussion/motion

Motion by Ciccotelli to approve the minutes of 11/13/2025 as presented (2nd Lindberg). The vote was unanimous.

10. Public Comments for items not on the Agenda

There were no public comments.

11. Adjourn

Motion by Smith to adjourn at 8:17pm (2nd Ciccotelli). The vote was unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers

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