

**Meeting Minutes**

**Board of Lister, April 10, 2019**

**Meeting Held in Lister’s Office**

Present were current Chair, Tom Alsheimer, (TA), Lister David Ritzer (DR) and Lister Susan Popowski (SP). No members of the public were present; Charlene Lathrop (CL) was at her desk and did not participate in the meeting.

**I. Roll Call**

Meeting was called to order by current Chair Alsheimer at 11:00 AM with all current Listers present (TA, DR, and SP).

**II. Organization**

- a. SP nominated to serve as Clerk for this meeting – SP will take minutes.
- b. SP motioned to elect Tom Alsheimer as chair, 2<sup>nd</sup> by DR. TA elected 2-0-0; TA will serve as Chair for the coming year.
- c. Lister office hours – 8 a.m. to 12 p.m. noon. Information can be obtained from Charlene Lathrop or public access on the computer if a Lister is unavailable.

**III. Public Participation ( non-scheduled)**

**IV. Discussion Items**

**a. Old Business Discussion**

- i. Approve minutes of August 10, 2018 meeting TA motioned to approve; 2<sup>nd</sup> by SP. No discussion. Approved 2-0-0.
- ii. Northfield Center LLC (Tops Building) assessment was changed using the income and expense method. Selectboard approved. Valuation decreased by approximately \$500,000.
- iii. As a result of the 2018 BCA hearings, all 3 appellants, (Donahue, Aseltine and Subway) were denied change.
- iv. Throwing up of roads idea was tabled by the Town.

**b. New Business Discussion**

- i. Field checks for 2019
  - 1. Approximately 133 parcels need to have some level of field check.
  - 2. The target date for completion is May 24, 2019.

3. Discussed the need to prepare for Lister Grievance.
4. Exempt parcel insurance values. All have been submitted except Norwich at this time.
- ii. Veterans exemptions
  1. Listers are no longer involved as this is done at the state level.
- iii. Budget for Fiscal 2020 considerations. Listers will meet in October to set budget.
  1. Lister pay is currently \$16.00/ per hour.
  2. Tax map changes – Fee for changes was \$400 over budget for this Item. Overage was covered by budget item surplus balance from previous years.
  3. Current year therefore is under budget.
- iv. 2019 Tax Map changes
  1. State mapping project will involve Northfield this year. We are currently unsure how it will affect our annual change and resulting fees. VT is digitizing all towns.
- v. Results of annual equalization study
  - 2018 CLA – 96.18 COD – 13.14
  - 2017 CLA – 99.06 COD – 11.79
  - 2016 CLA – 99.77 COD – 8.26

A reappraisal is required if the CLA goes below 80 or the COD goes over 20.
- vi. Lister training
  1. DR will do lister training on the job. SP has had lister training.
  2. TA will attend the Grievance and Appeal Class on May 15, 2019 at the Holiday Inn in Rutland.
- vii. Additional building lot assessment on a parcel.
  1. TA spoke with Steve Twombly in Montpelier, CY Bailey at the State and Ed Clodfelter, our reappraiser regarding the accepted practices statewide and to clarify the roles.
- viii. Building Permits
  1. There is currently no sunset on a project. Though there is a requirement to renew a permit every 2 years if the project is not completed.

This is currently not enforced and proves a dilemma for listers who have to recheck projects for many years that are never furnished.

ix. Additional New Business – None.

**c. Adjournment**

i. SP moved to adjourn at 11:55 a.m. TA seconded.  
Approved 3-0-0 to adjourn.

Respectfully Submitted by Acting Clerk  
Susan Popowski

A handwritten signature in cursive script, appearing to read "Susan Popowski".