

## **Draft Minutes – Board of Listers, 02 March 2016**

Meeting Held in the Listers Office

Present were current Chair Arlington Supplee (**AS**), Lister Chris Bradley (**CB**), newly elected Lister Francis Bell (**FB**) and consultant Charlene Lathrop (**CL**). No members of the public were present.

### **I. Roll Call**

Meeting was called to Order by current Chair Supplee at 10:10AM, all current Listers present

### **II. Organization**

- a. CB offered to serve as Clerk for the meeting - no objections - CB will take minutes
- b. CB motioned to re-elect Art Supplee as Chair, 2nd by FB. The acting clerk (CB) cast one ballot for AS; Art Supplee is chair for the coming year.

### **III. Public Participation**

No members of the public were present - item bypassed

### **IV. Scheduled Discussion Items**

#### **a. Approve Minutes of last Meeting (March 19, 2015)**

CB motioned to accept minutes; AS seconded. No Discussion. Question called; 2-0-1 with FB abstaining (not present during that meeting). Minutes accepted as written.

#### **b. Field Checks for 2016 Grand List**

There are approximately 200 field checks to perform prior to April 1. General discussion occurred about field checks in general.

- Exemptions

1. The Veteran's Place is in the 4th year of a 10-year voted exemption
2. The Masons are in their 2nd year of a 3-year voted exemption
3. The Mayo Nursing Home is in its 1st year of a 3-year exemption

- Exempt Property Insurance values

Exempt properties must provide an insurance value as the State of Vermont requires this information - general discussion

- Veterans' Exemptions

The procedure to handle individual Veteran's Exemptions was discussed; the VA designate the veterans who should receive exemption (a \$40K reduction off the value); the VA sends us this listing - we correct if needed (deceased veterans for example).

#### **c. Lister Budget for 2016-2017**

The Lister Board reviewed the \$31,000 budget for our department. General consensus was that the budget for the department is quite economical, considering the amount of work being done. No action needed or taken.

#### **d. Technical Support Contract Extension (Charlene Lathrop)**

The Lister Board retains the services of an exceedingly competent, knowledgeable and highly dedicated contractor to assist with day-to-day Lister work, with that contractor being Charlene Lathrop. The Listers retain her via a two-year contract for which a renewal is required in the second year. CL currently receives \$25 an hour. This is

especially so, considering her expertise and her ability to work cohesively with the often grumpy AS. The hourly rate is a bargain. The Listers discussed raising her compensation in the second year of the new 2016 contract. As an aside, AS said that he feels strongly about raising the hourly rate for the Listers in the coming years so that it will be easier to attract skilled people to the position. The current rate of \$12 per hour should be something closer to \$20 per hour.

e. **2016 Tax Map Update and plans for 2017**

The Listers are expecting an update to the Tax Maps by the end of February; CB will work with CL and AS to get our current maps updated according to the published procedures when the update arrives. We have not had to spend beyond the annual C.I.P. allocation, for updates. The C.I.P. allocation is \$2,500 per year.

f. **Final Numbers of the 2015 Town wide re-appraisal**

General discussion ensued about the results of the 2 year reappraisal being extremely fair and accurate.

g. **Lister Ground Rules for assessing 2016 and beyond**

AS has been working on a document that describes Lister activities in detail; this is a ongoing work in progress, and is now up to (approx) 14 pages. General discussion occurred about this document and its updates.

h. **Lister Training for 2016**

FB indicated that he would be looking forward to training; CB expressed interest in APEX drawing. Training topics of discussion included New Lister Education, training with Microsolve CAMA, and residential data collection.

V. **Public Participation - Non-Agenda Items**

None - no members of the public were present

VI. **Adjournment**

motion to adjourn made by CB, seconded by FB, no discussion, 3-0-0 to adjourn

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris A. Busby". The signature is written in a cursive style with a large, looped "y" at the end.