

Draft Minutes - Board of Listers, 21 March 2017

Meeting Held in Lister's Office

Present were current Lister Chair Arlington Supplee (AS), newly elected Lister Susan Popowski (SP) and newly appointed Chris Bradley (CB). CB terms expired this year and he chose not to re-run; SP ran a write-in campaign and won his seat. Subsequent to Town Meeting however, former Lister Francis Bell resigned his seat (after 1 term of 3), so CB stepped forward to assist the Lister Board for a one-year term (meaning that the seat held by CB will be up for election with one year remaining next year). 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 Supplee at 9:05 AM with all current Listers present.

ii. Organization

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

iii. Public Participation (Scheduled)

No members of the public were present - item bypassed

iv. Discussion Items

a. Approve Minutes of March 2, 2016 meeting

CB motioned to approve minutes; 2nd by AS. No Discussion. Questioned called by CB; minutes accepted 2-0-1 (SP abstaining as she was not present).

b. Field Checks for 2017 Grand List

i. Exempt parcel Insurance Values

1. The Listers get an update each year from the owners of the exempt parcels.
2. Norwich has supplied their annual update, but the insurance value of the new facilities building is still forthcoming.
3. As of the Lister meeting the following insurance values have not yet been received from CVMC, United Church, and the Methodist Church.

ii. Veterans Exemptions

More Veteran Exemptions are likely; not very well known that Veterans are entitled to this; we currently have over \$1M in such exemptions in Northfield

c. Budget for fiscal 2018

Several Budget related items were discussed and it was noted that the Select Board / Management did not fully fund the Lister Budget as proposed.

i. Printer / Printing Costs

Will be a concern - cost per page or cost per cartridge

ii. Lister Hourly Rate

Raised from \$12 to \$14

iii. **Charlene Lathrop did not get a raise**

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

This is a new contract, not an extension. CB motioned to support new contract; 2nd by SP. Question called by CB: 3-0-0 in favor.

e. **2017 Tax Map Update and plans for 2018**

The Listers set aside approximately \$2,500 in the CIP budget for tax map updates each year; we currently have approximately \$3,800 in this CIP fund. The most recent tax map updates were just received by the Listers; CB has applied these updates to create new Tax Maps for the Listers as well as the Zoning Administrator. A folder has been started to capture new changes for 2018.

f. **Current Fiscal Year CLA and COD values**

We were at 100.49% of CLA as of December 15th, 2015

We were at 99.77% of CLA as of December 16th, 2016

Parcels are generally selling a bit higher than the values we have

We were at 6.76% of COD as of December 15th, 2015

We were at 8.26% of COD as of December 16th, 2016

Mobile Homes continue to be troublesome due to depreciation

Commercial Property is not really moving

Economy will drive change

g. **Lister Ground Rules for Assessing 2017**

- i. AS continues to write and update the *Tome of All Things Listing*. Most recent installment was the section of valuing Ponds.
- ii. Brief Discussion then ensued about "Creepers", or properties that have been sitting at less than 100% for years. A report was disseminated that listed these properties, with the general strategy being that if they have been that way for a while, we should treat them as finished and incrementally move that percentage towards 100%.
- iii. Further Discussion was had concerning valuation of Cell Phone towers. How should these be valued & depreciated? What is the effect of a Lease or an increase in a Lease? AS is working with our Tax Department contact on this.
- iv. A further discussion then ensued about "Dish Farms", such as what is owned by Trans-Video. Shouldn't these be valued if Transmission Lines, Transformers and such are valued?
- v. AS shared a story of a piece of property being sold on Stony Brook; property was listed as having 40 acres but is being sold as 90. This exemplifies the need for surveys. Incidentally, we did receive a survey for that property from the new owners after the sale.
- vi. Also some discussion on property formerly owned by CVCD - this land has not been assessed since 2000. The 14.29 acres will be assessed in the coming tax year.
- vii.

h. Lister Training

AS related that training was available for Listers and that there is budget. CB expressed interest in APEX sketching as well as Residential Data Collection with CAMA. AS will research available courses and provide further info.

v. Public Participation (Non-Scheduled)

None

vi. Old Business

- a. A brief discussion was held concerning a problem property on West Hill; that there is a need to do an inspection and that this property was miss-handled by the BCA. AS and CB will be looking to schedule an onsite visit.
- b. A brief discussion was held concerning the Falls Trailer Park; we need to know the vacancies as of April 1 2017.
- c. Field Checks will be starting very soon; we will be looking at scheduling this activity 2 days a week; 3-4 inspections must take place before April 1.
- d. There are approximately 130 inspections needed to be completed.

vii. Adjournment

SP moved, AS seconded, to Adjourn. No Discussion. 3-0-0 to adjourn.

Respectfully Submitted by the Acting Clerk

A handwritten signature in black ink, appearing to read "Chris A. Busby". The signature is written in a cursive, flowing style with a large, prominent loop at the end of the last name.