

## Minutes of Meeting - December Lister Meeting (DRAFT)

Date: 12/17/2019 4:30 pm

Location: Ferrisburgh Town Office

### Attendees:

Carl Cole  
Joe Blasius  
Brian Goodyear  
Justus DeVries

### Agenda:

Approval of November 18, 2019 Meeting Minutes  
Review of Lister's corrections Green Mountain Power VT Gas  
Tax Mapping Review Sub-Parcel data Shapefile submission to VT GIS and ACRPC  
Website Tax map upload  
NEMRC / CAMA One-Page Property Record On-going maintenance  
Certificate of Compliance sign off  
Completed work sign off  
Ongoing inspections and timeline  
2020 Grievance Process and update  
Review of Lister's hours  
2019 Equalization Study  
Old Business  
New Business

### Discussion Points:

Joe requested that time stamps be removed from minutes submitted for November 18 meeting and then be re-submitted

Brian presented lister's corrections for both Green Mountain Power-88/88/88.004 (reduction of \$174,595) and VT Gas-88/88/88.005 (reduction of \$11,559). Both related to an incorrect mathematical calculation used when calculating the Common Level of Appraisal (CLA). Brian made motion to submit corrections to Selectboard, 2nd by Joe. Motion passes on voice vote.

Brian updated group on his trip to see Chris Chamberlin at RJ Turner regarding the State tax mapping project. Brian reports that it's nice to have more updated maps with the changes made, however was still unclear of the value of the program for the Listers. Brian to resend link for the mapping webpage and instructions on how to use it. If needed, more training can be accomplished at next meeting. Discussion about the submittal of tax map changes from the Town to RJ Turner. Brian states that the tax map changes should be communicated to RJ Turner more often and should also include a formal sign-off by the Listers prior to the change being made. RJ Turner is looking for permission to send shapefile to State and Addison County Regional Planning commission. Brian made motion to allow the sharing, 2nd by Joe. Motion passes on voice vote.

Brian presented update to Ferrisburgh website, which included all tax maps uploaded and available for the public. This includes an index map, which includes clickable links to each of the

maps. Conversation continued about additional future features including indexing of parcel id, owner name, 911 address and eventually a link to the one page property card.

Brian informed group that the One-Page Property card project was going along very well and that NEMRC had made some changes to the database to mask notes on the report to maintain proper formatting. Photos continue to be uploaded and Maps 1 -5 are complete.

All 2019 Certificate of Compliance findings from Zoning Administrator have been researched to confirm that no activity has taken place over the past three years. In addition, Justus has reviewed the existing 2019 Grand List Maintain file and has recommended removal of some parcels that were inadvertently left on from past years. Brian made motion to remove these items from 2019 Grand List Maintain and consider the task closed and completed. 2nd by Joe. Motion passes on voice vote.

Brian outlined new communication protocol following site inspections. This will include an informal 'thank you' email with a summary of the items reviewed or discussed with the property owner. Following Lister's approval, a form letter along with the One-Page Property card will be sent to property owners explaining the changes (if any) to the assessment. This is hoped to reduce the number of grievances. Brian reports that we have received one grievance, from Andrew Billings-14/01/02. Justus is planning on speaking with Mr. Billings regarding the new assessment figures.

Discussion regarding the new Listers roles and responsibilities. Carl to re-present the changes being made to Selectboard at tonight's (12/17) meeting. All time sheets to be submitted to Board of Listers for approval prior to sending to Town Treasurer for payment.

2019 Equalization Study Results expected any day. Brian and Justus reviewing past 3 years of sales in anticipation of the results and expected self-audit of results. Justus expecting CLA to be between 101-102%

Bill Benton has communicated to Justus regarding potential settlement regarding Peter Knight appeal to State Board. Will discuss at future meeting when information has been obtained

Discussion regarding more frequent and schedule Listers meeting. Next meeting potentially scheduled for 2nd week in January.

Justus to reach back out to Beach Properties regarding new agreement. Looking for framework of agreement to be proposed by Beach Properties. Hoping to meet with ownership the 2nd week of January.

Meeting adjourned at 6:21pm

### **Follow Up Actions:**

Brian to re-submit November 18 meeting minutes absent timestamps  
Brian to provide link and instructions for parcel mapping website  
Justus to schedule meeting with ownership of Beach Properties

### **Decisions:**

Submission of Lister's Correction letters to Selectboard  
Removal of old tasks from 2019 Grand List Maintain file  
Removal 2019 Certificate of Compliance from 2019 Grand List Maintain file  
Permission granted to RJ Turner for shapefile release