

Date and Location: December 8, 2021, Ferrisburgh Town Hall

Attendees: Ferrisburgh Listers: Joe Blasius, Roderick Cole and Brian Goodyear; Real Capital Consulting (RCC) Appraiser Alyth Hescocock and Kestrel Ag Consulting LLC Appraiser Justus Devries

Meeting Notes The December 2021 Lister meeting was called to order at 4:01 PM.

Old Business

1. We reviewed and discussed the draft November 10, 2021 meeting minutes. Two minor name spelling changes were requested by Roderick, both were agreed to and then he then made a motion to approve the November minutes subject to the two identified spelling changes. A second was made and all those attending the last meeting voted in the affirmative.
2. One Page Property Cards: Brian was asked to provide an update on the NEMRC digitizing of the one-page property cards. Brian said these were already digitized and that the lister section of the website had been modified to allow the public to search these property cards using property identifying numbers or owner names. When asked, he did not know the exact cost of this digitizing, but there had been an approved initial fee of \$1,800 for this work. The follow-on cost for annual digitizing of these cards was expected to be \$500 per year. During this discussion, the subject of where photos connected to property cards was being stored, Brian indicated they were on the Ferrisburgh Town “N” drive and could only be modified while at the Lister or other townhall-based computer and not from a remote computer.
3. SOP Manual: Brian was asked about his progress on the SOP manual and said it was an ongoing process. Asked where it could be viewed, he then sent the document file reference during the meeting to all members to open and review. Brian then went through the document sections. There was additional discussion by members of what additional references or documents would be helpful if included in the SOP.
4. Lister Training: The prior weekend’s on-site Lister training session (held 12/4/2021) was then discuss. It was agreed the session was very helpful and that an additional session of a less complex property would be helpful. There were some additional questions on the CAMA system program and especially the “sketch” drawing section of that program. Justus will coordinate the date and identify a property to review sometime in the near future.
5. 2021/2022 “Ferrisburgh Maintenance List: The appraisers did not have any items to review or approve at this time. However, Justus indicated there were at least half a dozen evaluations completed and he would be working on about another five properties per week. All completed maintenance reviews will be presented at the next meeting and the board emphasized that preliminary data and documentation for the CAMA assessment should be provided to members at least three or four days ahead of any scheduled meeting. This was previously agreed to with Justus and we wanted to assure Alyth knew of this procedure going forward. Alyth said he understood our concerns and would comply.
6. Christine Chamberlain Town Mapping: The revised draft contract and related schedule were discussed. After reviewing the recent draft contract dated December, 7, 2021, it appears the contract’s stipulated period of performance may hinder our April 1, 2022 property evaluation schedule. The subject draft contract identifies that the company will include the public road realignment on the upcoming tax map and performance will take work through June 2022.

Justus was asked to coordinate with the Chamberlain company to see if the road realignment could be removed thus shortening the due date when the maps could be available (i.e., closer to 4/1/2022). Justus said he would contact her and get back to the group. At our September 2021 Lister meeting, it was previously agreed we would continue with the normal basic mapping project for the current period as originally approved back in the summer and would look at the road re-alignment issue during FY 2022/2023 budget year. The basic mapping contract is at a cost of \$3,400 (without road alignment).

7. Multiple Listing Service (MLS): We discuss this service, which according to Alyth is available to municipal organizations. After some discussion, the group agreed that this was a beneficial resource to the CLA evaluation if a) the fee for the service was about \$500-\$600 per year AND b) if the town was to benefit from the subscription, it would need the full detailed listings including ‘non-public remarks’ section. The MLS will be used to identify “on the market” properties which are substantially outside the range expected when compared to the town assessment value. Brian will follow up and get back to the group on this matter.
8. 2021/22 Draft Lister Budget. This preliminary draft was provided to the selectboard the previous night and amounted to \$69,900. As previously discuss, the appraisers did not provide a specific budget amount for the upcoming period to input into the proposed schedule with the board. However, they generally expected their part of the budget to be lower than present budget year amount. After some follow-on discussion including the fact of few current year appeals, the appraisers still believe their next year budget would be slightly less than the current level.

New Business:

1. CLA Analysis: – Brian directed the group to his recently developed sales analysis for the CLA which he had just posted on the property maintenance schedule worksheet. According to Brian, he believes the town-wide CLA will approximate a “weighted” .95 CLA. The state CLA determination is expected next week and we will review to determine whether an appeal is warranted.
2. Upkeep of the Maintenance Property Inventory List: -After much discussion, it was agreed that Alyth and company would be the primary person to update and revise the list for additions to this listing. Brian will provide certain assistance as required especially concerning property listings/sales as well as new BP listings. It was also agreed that properties on the list would not be deleted during that period but rather be identified as closed with the rationale and date for the record. It was also reiterated and discuss that the proper way to handle any revisions to this list was to present and discuss them at official regular meetings to assure system accuracy, integrity and trackability.
3. Special Interest Properties: It was agreed that Justus will identify and provide to the group with some preferred resources/organizations for evaluation of the properties currently using the income approach property evaluation method. At the present time there is only the Basin Harbor Club (Beach Properties Inc.) using this method. Neither Justus nor RCC have previously done these evaluations and we believe it would be best to obtain some specialized outside assistance sources. A revised Basin Harbor Club evaluation specifically needs to be conducted due to two recent sales of high value lakefront cabins, as well as need to reevaluate the continuation of the negotiated Ferrisburgh Town/Beach Property Inc. property evaluation

agreement dated November 2013 (AKA” Settlement Agreement RE: Tax Appeal”). That agreement has been extended several times for several reason since expiration of the three-year agreement ended. Further that agreement needs to be revisited in lieu of various changes and updates on corporation financial income. Finally, the impact of any and all services and associated fees rendered by BHC to the new cabin owners must be considered in the income approach method. For discussions and decisions regarding BHC, both Brian Goodyear and Rod Cole recuse themselves due to employee and/or financial relationship with the Beach Properties organization. We also discuss the Hinsdale property on Bayview Road especially considering full current ownership of all the previous private owned cabins on the property, a new building permit application, recent road and septic system updates. It was agreed a new property evaluation is deemed appropriate. Alyth will take the lead on this project and will advise the group members of visit dates so that members can participate.

4. Other Business: – Brian identified an area of concern of his regarding monitoring of budgets and actual costs YTD that we had previously desired included on appraiser monthly invoices. In his opinion, he believes the budget submitted to the selectboard did not break out the two categories of appraiser services (appraisals @\$65/Hr and appeals @ \$100/Hr.). Since the sale of the Justus’ firm to RCC in mid-August, neither RCC invoices nor attached cost summary breakdowns have been provided to the Listers for review and/or approval. Further because the subject invoices were only received via email after the chairman contacted RCC on December 6, 2021, these invoices could not be considered. Finally, since the appraisal firm did not provide budget details for the period 2022/23, it did not seem warranted nor appropriate to break down proposed appraiser budget amounts to that level. The chairman explained further that because of prior overbudget conditions incurring during 13 of past 17 years, the monthly analysis of budget to actual cost progress was deemed necessary to control incurred costs.
5. The next regular scheduled meeting will be the normal second Wednesday of the month on January 12, 2022 and start at 4PM. The next training session/field visit will be determined by Justus and he will provide further details. The meeting will be held in person at the town hall and will include a zoom connection if necessary to accommodate meeting representatives or rising COVID concerns.

A motion to adjourn was made by Brian and seconded by Rod, the motion was approved in the affirmative and the meeting adjourned at 6:19 PM

Respectively Submitted: Joe Blasius, Town Lister