

Ferrisburgh Lister Agenda – Wednesday, December 8, 2021

Location: Ferrisburgh Town Hall; Meeting To be Held in Person

4:00 PM Call Regular Meeting to Order

Old Business

1. Discuss and approve Minutes of November 10, 2021 Lister Meeting
2. Status of Brian's update contact with NEMRC regarding lister's one-page cards (as initially discussed at October meeting) and where purchase agreement currently stands. In addition, members need to discuss CAMA and digitized one page Lister document data (including related property photographs) to assure they have proper security, safeguards and specific backup/recovery plans. The locations of specific data storage and access to these files need to be provided to all responsible Listers and appraisers for their usage.
3. Discussion and review of any portions of draft SOP manual Brian has developed.
4. Discuss any questions or concerns identified during or subsequent to the recent Lister field test of the appraisal process and CAMA data input process (conducted on 12/4/2021). Based on the field visit, determine what types of information would be helpful to performing similar assignments and if these should be included in the new SOP.
5. Discuss timing and dates for any additional Lister training on CAMA software. Also identify who will develop list of instructional sheets to assist access to Lister administrative software programs (including CAMA) and when this will be accomplished.
6. Go over the modified 2021/2022 "Ferrisburgh Maintenance Building Permit list" which includes appraiser assignments to be performed by JD/AH and those to town Listers. Appraisers to provide any progress, comments, changes and/or concerns of the listing to date.
7. Justus to provide status of (assessor performed) property reviews performed to date.
8. Review of Christine Chamberlain Mapping (previously RJ Turner) 2022/3 contract and need for any revision to that contract in regard to option #1 for inclusion of town roads on tax map.
9. Discuss need and costs for Ferrisburgh Listers to utilize a fee-based subscription to Multiple Listing Service in conjunction with town sales and CLA analyses.
10. Discuss submitted 2022/23 town lister budget to select board.

Lister New Business:

1. Review available CLA or other sales type analysis for comparison to anticipated VT State CLA numbers from PVR expected during the week of December 11, 2021. Discuss the need to appeal to the state and who/when will develop the potential appeal letter.
2. Regarding the new mobile home in Ferrisburgh identified by the town clerk's email, (new Owner Sandy Dunay @ 1569 Sand Road), discuss how new additions to Ferrisburgh property maintenance listing can be best handled in the future to assure all items are included.
3. Further discussion concerning future property valuations of special interest properties in town.
4. Discuss the need to obtain special professional appraisal services through an outside company to provide recommendations and/or appraisal for town property which utilize the income approach to assessment valuation. Determine where such resources can be best obtained.
5. Other Business and/or Lister correspondence received.

Motion to adjourn and adjournment