

Ferrisburgh Lister Agenda - Wednesday, September 15, 2021

Location: Ferrisburgh Town Hall - In Person

4:00 PM

Call Regular Meeting to Order

Approve Minutes: July 14 and August 11, 2021 Meetings

Lister Old Business:

1. Discuss the One Page Lister cards, including usage, appropriate maintenance schedule and updating procedures. In July Brian was requested to research syncing issues and to contact CAMA (company) about whether there are any costs related to the updating.
2. Brian - Review of YTD digitized building permit cards submitted previously via email. Discuss possible summary listing availability which could be used for tracking review status.
3. Brian – Provide requested draft of current known responsibilities concerning updating Lister computerized files and schedules as well as special on-going projects.
4. Brian – Status of requested preliminary/draft standard basic operating instructions and procedures (SOPs) for Ferrisburgh Listers, including detailed written instructions for signing into CAMA. Brian was to obtain related CAMA passwords for members. Ultimate purpose for these is to have basic procedures for updating changes to Lister files and records for each member. Set tentative future date to conduct field test of new procedures at a town location.
5. Discussion and approval of general guidelines for determining which building permits will be undertaken by Listers and which will be done by the town appraiser. Further, determining best way to assure all assigned tasks are completed in timely manner by everyone.
6. Discuss best approach for recording billable hours for field/other work performed.
7. Lister budget vs actual financial status through YTD.

Lister New Business: Time approximate 5:00 PM

1. Requested presentation by new assessor company owner Alyth Hescocock.
2. Justus – Megan Price appraisal appeal and denial update (if any).
3. Justus - Tax Mapping update and status.
4. Justus – Status of Mitchell property and “tiny house” situation and recommendations for any potential lister correction.
5. Brian – Suggestion of limited use of use of “L” Ferrisburgh Lister email for any outgoing purposes. Assessor to utilize own email address for all outgoing messages to limit redundancy.
6. Future Meeting Practices – Need to obtain all background information and related data at least three days prior to all meeting when assessment items will have meeting decision required.
7. Board approval will be required if Assessor will need to utilize Brian’s assistance on Lister related projects.
8. Preliminary schedule for in-house Lister member training.

Other Business and Correspondence (if any).

Motion to adjourn