

Minutes of Meeting - September Lister Meeting

Date: September 15, 2021 4:00pm

Location: Ferrisburgh Town Offices

Attendees	Joe Blasius	Brian Goodyear
Roderick Cole	Justus DeVries	Alyth Hescock

Agenda

- Approval of July 14 and August 11, 2021 Meeting Minutes
- One page Lister Cards
- SOP of Lister Responsibilities
- Lister access to NEMRC and CAMA
- Building Permit task flow
- Budget approach and financial review
- Presentation by new appraisal company owner Alyth Hescock
- Megan price appraisal appeal (Justus)
- Mitchell mapping concern update (Justus)
- "Tiny House" situation and potential Lister correction (Justus)
- Lister Email protocol (Brian)
- Future meeting practices

Discussion Points

Joe calls meeting to order @ 4:10 pm,

Rod moves to accept July 14 and August 11, 2021 meeting minutes, Joe 2nd motion, carried.

Discussion around one-page lister card resulted in a consensus that both a physical and digital copy should be available. Brian had contacted NEMRC for the digitizing and hosting of the cards on the web. Pricing would include a one-time set-up fee of \$800 and annual expenses of \$500. Brian made motion to spend up to \$1300 for this project, which was 2nd by Roderick. Motion passed by voice vote.

Brian provided update on building permits and sale validation efforts. All building permits up to August 8th were emailed to the Listers and all up to September 13th are in the building permit document for task assignment. All sales validations were completed in August and maintenance spreadsheet updated

Lister passwords for the NEMRC system have been obtained by Brian and he will be sending out instructions on how to access NEMRC

SOP manual for Listers...No update

Building permit responsibilities to be divided between appraiser and Listers. Justus will determine which BP will need to be dealt with by the appraiser and report back to the board for approval, remainder of BP to be divided amongst Listers and Justus depending on complexity or expertise needed. Listers to be responsible for field visits, data collection and data entry into CAMA for permits designated to them.

"Outside only" site visits vs inside/outside visits to be determined on a case-by-case basis depending on comfort level of homeowner.

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After reviewing last year and YTD Lister account actual/adjusted amounts as reported in the town's general ledger, we had a follow-up discussion as to the best approach to report and monitor certain expenses in the future. For budgeting and monitoring purposes, additional cost details of the appraiser's activity by category (as included in submitted assessor's monthly invoices) will be helpful in controlling future costs and will be presented in monthly meetings along with actual Lister costs recorded in the town's accounting records.

Alyth Hescoock and Justus Devries join the meeting at 5:05pm

Alyth reports that he has completed/filed all relevant paperwork to formalize his relationship with Town of Ferrisburgh and gives Listers a brief synopsis of his qualifications. Alyth was asked by listers to reiterate what he envisioned his role to be going forward, he stated that the intention was to remain essentially status quo with Justus doing most of the town related work and for himself to act as a support system for Justus. The board made it clear that any town related action and any request for Brian's assistance undertaken by the appraiser was to be brought before the board for approval prior to any work commencing. It was mutually agreed upon that a more open line of communication between Listers and appraiser was essential.

Chris Chamberlain, from RJ Turner, spoke to Justus about a new project to re-align public roads on tax map. This had been proposed with the 2021 contract; however, the consensus was that we would continue with the project we had approved and potentially look at the re-alignment for the FY 2022/2023 budget.

Justus was asked for an update on the Price appraisal appeal, and he reported that no mistakes were found on the part of the Listers or appraiser regarding lot purchase. Justus to follow up with Ms. Price

Justus was asked for an update on the Mitchell boundary question and his response was that the matter had become too complex to be easily remedied. Brian pointed out that the situation was beyond the Listers purview as assessors. Justus suggested that a professional survey was needed and that he would report back to Ms. Mitchell

Justus is drawing up a Lister correction to create a new parcel for "Tiny House" and separate it from parcel 10/01/47.1. Justus to report back to the board when completed.

Brian reviewed maintenance spreadsheet with group. Shared link has been sent. Document includes building permit task list, sales validations, and current market status. Brian asked the group to review all records.

It was determined that all incoming emails should be directed to the listers@ferrisburghvt.org mailbox and that Justus should forward any emails he receives to said email.

It was a consensus that all relevant information would be provided to the listers by Sunday night prior to regularly scheduled Wednesday meeting or 72hrs prior to any meeting.

Rod made motion to adjourn, Brian 2nd, all in favor...meeting adjourned at 6:25 pm

Respectively Submitted by Roderick Cole, Ferrisburgh Town Lister