

LISTERS' MEETING  
Randolph Municipal Building  
7 Summer Street

February 21, 2012  
1:00 PM

Present: Polly, Mimi, Don and Pat

- 1) Minutes from last meeting  
Approved 2-0-1
- 2) Public Comment  
No guests
- 3) PTR processing status/Don and Mimi  
Process is working and been proved  
Up to date as of February 17
- 4) Discussion of sales verification process status  
Two MS Word forms created. One to send to Seller and one to send to buyer  
Tracking verification form, MS Excel, to help determine if property transfer is valid  
We have processed seller names from A through D
- 5) Porter: Review of State Appraiser decision  
We reviewed letter from VT State Appraiser, feeling confident in what had taken place
- 6) Inspections for the Board of Abatement/BOA memo review  
30 minute discussion on what to present to Board of Abatement  
Determined which value to use for each of the three properties  
Will show calculations for two tax rate values, allowing the BOA to discuss possibilities  
Discussed complexity of Montague Golf Course regarding Mr. Sammis' request
- 7) Operations status, including inspections  
Status of operations is in good shape with Mimi and Don doing PTTRs  
We will start doing inspections the week after Town Hall day  
Pat will start to set up schedules with property owners
- 8) Ratio Study Seminar review: Mimi – conducted an initial look after the meeting
- 9) Other business  
Reminder about VALA Meeting on March 7, 2012
- 10) Next Meeting – March 20, 2012
- 11) Adjournment - @ 2:15