

LISTERS' MEETING
Randolph Municipal Building
7 Summer Street
December 20, 2011
1:00 PM - started @ 1:06

Present at meeting were; Mimi Burstein, Pat French and Don Sweetser. Polly excused.

- 1) Minutes from last meeting
Approved 2-0
- 2) Public Comment
No public present
- 3) Mimi's Observations
PRRT processing started, first two groups mostly completed.
Mimi will combine two examples of "Sales verification forms" and produce a Randolph form.
Mimi is quite accomplished on NEMRC, but is looking forward to learning about the relationships of property owners in town to be used in determining valid sales. Questions asked about property changes to a "Trustee".
Zoning/building permits from Mardee's office to be reviewed_ which properties need to be appraised.
- 4) Discussion of sales verification form
See above
- 5) Grand List change, voted 2-0 to sign request to be given to Selectboard this evening, December 20.
- 6) Budget review, if new information
Don will try and talk to Frank Reed about meeting with him and one other and discuss Assessor's salary increase.
- 7) Operations status
Pat on vacation through end of year.
We are glad that Mimi is on board – Pat and Mimi to coordinate times in the office for Mimi. Don will try and be there at same time.
Letter of request was received by the Assessor from Bill Kevan. Pat is preparing a response.
- 8) Don / annual report
Don will write up draft of annual report and sent to Listers for review and comments. The report is due to Cindy before January 5, 2012.
- 9) Other business
Consider whether it would be good to create a ETC form to be completed by Assessor and Listers for partially completed properties.
- 10) Next Monthly Meeting – January 17, 2012 @ 1:00 PM
- 11) Adjournment – 2-0 at 2:06 PM

Submitted by, Don Sweetser