

LISTERS' MEETING
Randolph Municipal Building
7 Summer Street

January 18, 2012
1:00 PM

In attendance: Mimi, Pat and Don – Polly unable to attend

- 1) Minutes from last meeting: accepted 2-0
- 2) Public Comment: None others in attendance
- 3) PTR processing status/Don and Mimi
All the PTTRs that have been completed by the Town Clerks have been entered into NEMRC and Cost sheets run. We will keep track on a weekly basis of new PTTRs
- 4) Discussion of sales verification form
New 'Buyers' and 'Sellers' forms have been created. Pat will review the forms created from other towns and our previous forms.
We will create a procedure for logging and tracking these forms when sent to property owners.
- 5) Review of State Appraiser hearing: Had to reschedule meeting twice, it will be rescheduled on Friday.
- 6) Budget review, if any new information
We looked at iteration draft #8. Don to ask Michael DeCubellis for updated Listers' budget page.
- 7) Operations status: OK
Final GL, 411 sent to the state, electronically and hard copy – Pat signed.
Ratio study reviewed and numbers look great, and are where we expected them to be.
- 8) Ratio Study Seminar/Thursday
Mimi and Pat will be attending this seminar on January 19 in Berlin, Seminar is from 8 am to 5 pm
- 9) Other business
Procedure for setting aside, by appointment after 3:00 PM, time for the public to be heard by the Listers and/or Assessor: This has not been an issue in the past 30 years. We will treat the exceptions as if a grievance.
Pat has been given the responsibility to do the report on Braintree invoice for Fire Department support by Randolph
- 10) Next Meeting: February 21, 2012
- 11) Adjournment: 2:10 PM

Don Sweetser
Lister Chair