



TOWN OF RANDOLPH, VERMONT

LISTERS OFFICE

LISTERS' MEETING MINUTES

Wednesday, July 06, 2022 at 10:00am

Randolph Town Offices

Present: Mimi Burstein (Assessor/Lister), Dennis Brown (Lister)

The meeting was called to order at 10:05 AM

- 1) **Public Comment:** None – No members of the public in attendance
- 2) **Meeting Minutes:** It was moved and seconded to approve the minutes of the June 01, 2022 minutes as written. *Motion passed 2-0-0.*
- 3) **Operations status/Homesteads/CU/PTTR's:** 1) With no grievances filed with the Board of Civil Authority, the Listers will file the Final Grand List on Thursday, July 21st in advance of the July 25th deadline. 2) Mimi continues to download Homestead Declarations and Current Use files as available from the State. 3) Sales Verification Letters for sales since April 01, 2022 will start going out soon and processing of PTTR's since April 01, 2022 will begin as soon we file the Final Grand List for 2022.
- 4) **Reappraisal update:** Conversion of data should happen by New England Municipal Consultants (NEMC) in the next couple of weeks. The Listers have contacted New England Municipal Resource Center (NEMRC) for a password for Bill Krajeski @ NEMC to start this process. The Listers Office will notify NEMC that the conference room which is planned for their on-site space will not be available on July 11th or 15th.
- 5) **Discussion of Lister/Assessor Duties & Pay:** 1) A "Self-Assessment Checklist of Lister Office Duties" was distributed for each Lister to complete before the next meeting (August 3rd) at which time a final draft will be completed and adopted by the Board of Listers. 2) After some discussion it was moved and seconded to set the hourly pay for Listers at \$18.00 and the Lister Chair at \$20.00. *Motion passed 2-0-0.* 3) It was moved and seconded to elect Dennis Brown as Chair of the Board of Listers. *Motion passed 2-0-0.*
- 6) **VALA & VLCT Update:** 1) The next VALA meeting will be Wednesday, July 13th at 9:30 and will be hybrid – meeting in Rutland or virtually. 2) No recent VLCT update as the Legislature is not currently in session.
- 7) **Other Business:** 1) We have received the paper copies of Tax Maps from our vendor, CAI Technologies. They have also notified us that the pdf files are ready to be downloaded.
- 8) **Adjournment:** It was moved and seconded to adjourn at 10:24 AM. *Motion passed 2-0-0.*

The next Listers Meeting will be Wednesday, August 3rd at 10:00 AM

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