



# TOWN OF RANDOLPH, VERMONT

LISTERS OFFICE

## LISTERS' MEETING MINUTES

Tuesday, October 7, 2025 at 9:00 AM

Randolph Town Offices & Via Zoom

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

- 1) The meeting was called to order at 9:00 AM
- 2) **Public Comment:** None – No members of the public in attendance.
- 3) **Meeting Minutes:** It was moved and seconded to approve the minutes of the September 02, 2025 meeting with a correction to the start time - meeting was called to order at **10:00 AM**, not 8:30 AM. *Motion passed 2-0-0.*
- 4) **Operations Status Updates: (Homesteads/CU/PTTR/Sales Study):**
  - a) **Homesteads:** Declarations are still being received. The deadline for filing is October 15<sup>th</sup> without a penalty.
  - b) **Current Use:** We received two updated maps in the last couple weeks. We have received some changes in Homestead filing for CU parcels which requires us to send a COA notice. We have 3 CU parcels under review by the state.
  - c) **PTTR's:** PTTRS and MLS data sheets have been compiled and printed. Processing of PTTR's has begun and will continue until finished.
  - d) **Sales Equalization Study:** Our portion of the work on validating sales has been completed. We are waiting to hear if there are any questions from our District Advisor.
- 5) **VALA/VLCT Updates:**
  - VALA:** The VALA Conference was held on September 11<sup>th</sup> & 12<sup>th</sup> in Stowe. Mimi attended both days, Dennis attended on the 12<sup>th</sup>.
  - VLCT:** The VLCT Town Fair will be held on October 7<sup>th</sup> and 8<sup>th</sup>, Mimi & Dennis are attending both days.
- 6) **Old / Continued Business:**
  - a) **2029 Statistical Reappraisal:** The Listers have prepared a memorandum to present to the Selectboard on October 9<sup>th</sup> to request consideration of Sole Source Procurement for a Statistical Reappraisal in 2029.
  - b) **Poulin Tax Appeal:** The Listers Office received a copy of a notice provided to the Town Clerk that Justin & Angeline Poulin are appealing the Listers/BCA values to Superior Court. We have put our attorney on notice as well as NEMC who will provide a professional witness. We have not received any notice from the court as of today.
- 7) **New Business:**
  - a) **Inspections:** The Listers/Assessors will start doing fall inspections on Thursday, October 9<sup>th</sup>. The plan is to visit all homes with open zoning permits and to drive each road for visual observation of property changes.
  - b) **New Lister Training:** As a result of new legislation, all elected or appointed Listers, Assessors or Clerks will need to meet minimum training requirements. Legislation states that beginning January 01, 2026 all Listers/Assessors will have certification within one year. PVR is responsible for the education and they have adopted Level I of the VPA Training for Listers and Level II of the VPA Training for Assessors. Dennis will be compliant with Level I in 2026, Mimi is already a Level IV Master Assessor. Our office policy will be for any new lister to become compliant with the requirements.

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8) **Adjournment:** It was moved and seconded to adjourn at 9:21 AM. *Motion passed 2-0-0.*

The next Listers Meeting will be **MONDAY**, November 10<sup>th</sup>, 2025 at 10:00 AM

Audio Recordings of this meeting can be found at:

[October 07, 2025 Meeting](#)

Password: **ACnm+9V8**

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