



TOWN OF RANDOLPH, VERMONT

LISTERS OFFICE

LISTERS' MEETING MINUTES

Wednesday, November 2, 2022 at 10:00 AM

Randolph Town Offices

Present: Mimi Burstein (Assessor/Lister), Milo Cutler (Lister, *Via Phone*), Dennis Brown (Lister, *Via Phone*)

- 1) The meeting was called to order at 10:10 AM
- 2) **Public Comment:** None – No members of the public were in attendance
- 3) **Meeting Minutes:** It was moved and seconded to approve the minutes of the October 12th, 2022 meeting as written. *Motion passed 3-0-0.*
- 4) **General Operations Status/Homesteads/CU/PTTR's:** **1)** Homesteads: The town continues to receive homestead declarations from the state, and most recently two were issued a Change of Appraisal Notice (COA) based on change in business use percentage and discontinuation of an outbuilding business use. **2)** The State of Vermont has experienced a glitch in their software so the town has not yet received the last homestead payments which were expected late October. Mimi will work with the Town Clerk once it is ready to be downloaded. **3)** Mimi has been tracking all current use files and comparing them to Property Transfer Tax Returns (PTTR) and Homestead Filings to make sure everything is correct. **4)** Mimi has processed all PTTR's since April 1st in both the NEMRC & Patriot Systems. This is double entry and takes some time, but is helpful as we proceed to a town-wide reappraisal.
- 5) **Reappraisal update:** **1)** New England Municipal Consultants (NEMC) has set up their office in Town Hall and a staff person is there working. The Listers Office will continue to print a copy of each parcel's "cost sheet" to assist NEMC with their work on the reappraisal. It is likely a public relations press release (and/or mailing, etc) will be done in March, 2023 to explain the reappraisal process and to let property owners know that we will be scheduling appointments during the remainder of 2023.
- 6) **VALA & VLCT Update:** **1)** VALA: The next VALA meeting (held bi-monthly) will be held on Wednesday, November 9th both in person and via Zoom. Mimi recently took IAAO courses in Mass Appraisal and Ratio Studies and passed both exams. VLCT: No current updates from VLCT.
- 7) **Old / Continued Business:** **1)** The Listers' Office has now joined both Green Mountain Association of REALTORS® (GMAR) as an Affiliate Member and New England Real Estate Network (NEREN) as a municipal member.

- 8) **New Business: 1)** Mimi distributed a budget worksheet for the Listers Office to complete and return to management with a proposed budget for FY2024 (July 01, 2023 – June 30, 2024). The Listers and Assessor will review and take it up at a future meeting. There was discussion about having town-wide reappraisal expenses itemized in its own report so we can easily track exact costs. This will likely need to be worked out with a Finance Director once they are hired by the Town of Randolph.
- 9) **Adjournment:** The meeting was adjourned at 10:50 AM.

The next Listers Meeting will be Wednesday, December 07, 2022 at 10:00 AM