



## ***Town of Panton Chartered 1761***

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### APPRAISAL RESEARCH COMMITTEE MEETING MINUTES MONDAY, JANUARY 10, 2022, 10:00 AM TOWN HALL AND VIA ZOOM

Attending: In person: Paul Sokal. Via Zoom: Maggie Catillaz; Bob Groff; Paula Moore; Chris Morris; Dave Sullivan.

The meeting was called to order by the committee chair, Paul Sokal, at 10:05 am.

Approval of Agenda – Bob Groff moved, and Maggie Catillaz seconded the motion to approve the agenda. All in favor, and the motion passed.

Public comment – None

Approval of the Minutes of the November 30, 2021 Meeting – Paula moved to approve the minutes and Bob Groff seconded. Maggie corrected her statement under “Assessor Position and Interview Process,” Item 3 about the number of open permits. After receiving more information from the zoning administrator, she explained that the total of 20 permits was not necessarily accurate. The committee concluded it was better to delete the sentence from the minutes. With that edit, all in favor, and the motion passed.

Assessor Position and Interview Process –

#### 1. The number of open permits

The committee was interested in determining this number because it would indicate how much work an assessor needed to do for the 2022 Grand List. Dave explained that he and Chris had reviewed 6-7 permits that were in process from 2020. He said that this was a significant amount of work because it involved 3-4 homes that needed to be appraised.

In determining an accurate number of open permits, Maggie felt that the work systems in place have created silos for the zoning administrator and the listers. The listers request a list of permits issued between April 1 - March 30 each year and ensure that the work is done. If permits have been issued in prior years, the listers may not be aware of the status of those permits which may still be open or expired with the work completed. It has not been easy to identify those outstanding permits from past years. Maggie noted that this is a process issue. In response, the committee made these recommendations to the selectboard.

- a. Recommend that the zoning administrator clean up any open permits issued prior to 2020.
- b. Recommend that the ZA contact expired permit holders to require a new permit if the work is unfinished.
- c. Update the town’s website for permits issued, following any legal requirements as necessary
- d. Resume posting the ZA’s monthly reports on the website.

e. Post the town's grand list on the town website

## 2. 2022 Grand List and beyond

Dave attended a meeting that Maggie McCormick had called in early December to gauge interest in sharing a town assessor. He felt that partnering with another town or towns would be the most successful approach. We need to follow up with Maggie McCormick about any progress in identifying towns interested in partnering with us.

This however is not the top priority right now. It is crucial to find someone to complete the appraisals for the 2022 Grand List. Paula moved and Bob seconded a motion to authorize Dave Sullivan to work with Maggie McCormick to engage NEMRC to complete the 2022 Grand List assessments and grievance process. All in favor, and the motion passed.

### Appointment of New Committee Member

Because Dave Sullivan will be retiring as a lister in March, he suggested that a second lister, Chris Morris, join the committee for continuity. The committee agreed and will convey the recommendation to the selectboard to appoint Chris to the Appraisal Research Committee.

Paul Sokal noted that he will not be available to host on Zoom the ARC meetings beginning in February.

### Assignments:

Dave – Contact NEMRC. He was also asked to host the next ARC meeting on Zoom.

Paula: Communicate with the selectboard about Chris' appointment and the recommendations outlined above in Item 1.

?: Follow up with Maggie about the possibility of sharing a town assessor.

Next meeting and agenda: Monday, January 17, 10:00 am. The agenda item will be the town assessor job description and interview process.

Paula moved and Maggie seconded the motion to adjourn. All in favor, and the motion passed. The meeting adjourned at 11:43 am.

Minutes taken by Paula Moore