



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

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### APPRAISAL RESEARCH COMMITTEE MEETING MINUTES MONDAY, JANUARY 17, 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 10:03 am.

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

Public comment – None

Approval of the Minutes of the January 10, 2021 Meeting – Chris Morris moved to approve the minutes and Bob Groff seconded. All in favor, and the motion passed.

Update on Contacting NEMRC – Dave reported on his conversation with Chris Miele, VP of NEMRC, and noted there has been some changes in employee responsibilities in the organization. Chris was amenable to the town contracting for work on an hourly rate basis instead of monthly. He indicated that because of their work commitments, a NEMRC assessor might not be able to start until May 1. NEMRC will be sending a contract to the town.

If NEMRC starts beyond 4/1, Dave indicated that we wouldn't have an assessment of the percent completion on permitted work in progress. Paul suggested that Chris take photos of the work in progress for the 4/1 cut-off to share with the NEMRC assessor. Dave pointed out that the listers also need the photos for the CAMA.

Assessor Position and Interview Process – There was a lengthy discussion about the recommended option for listers/assessor duties. For the assessor responsibilities, we are retaining NEMRC for the time being and can continue to explore the possibility of hiring a town assessor in coordination with other towns. This may not occur until 2023 or after. There was a discussion about the current board of listers and clarifying elected versus appointed terms of office. Ideally all three listers need to be engaged in working with the assessor and handling some clerical assessor functions. The immediate problem of working on the 2022 Grand List has apparently been resolved, but a long-term solution still needs to be addressed.

The committee maintains that the town would be more successful working with other towns to share an assessor. We have a draft job description and interview questions to contribute to a search, but the town needs to confirm that there is a group of towns willing to collaborate on this. Paul will convey the committee's recommendation to the selectboard.

Town-wide reappraisal – The committee is turning its attention to writing a Request for Proposals (RFP) for the town-wide reappraisal. Because we have several concerns that ideally would be addressed in the next reappraisal process, Dave and Maggie volunteered to write a draft RFP that covers those concerns. The committee would review a draft before forwarding it to the selectboard.

Scope of NEMRC's work – Maggie asked if the listers could complete the appraisals for smaller projects such as a chicken coop, since the dollar impact of outbuildings on taxes is low. The NEMRC assessor's work could then center on home construction. It was agreed that Dave and Chris as listers would photograph the outbuildings that require appraising, enter a quality appraisal rating, and share their appraisals with the NEMRC assessor.

Paul indicated that he would not be able to host any committee meetings on Zoom in February or March and asked Dave to take on the hosting duties.

Dave was asked to remain on the ARC after his term as lister expires in March. He agreed, which made the rest of us very happy.

Assignments:

Dave & Maggie: Work together on a draft of an RFP for a town-wide reappraisal.

Paula: Look for other samples of RFP's.

Paul: Communicate with the selectboard about Pantown working with other towns. Clarify the terms of office for the current listers.

Next meeting and agenda: No date was set at this time. A meeting will be scheduled after the draft RFP is ready.

Maggie moved and Paula seconded the motion to adjourn. All in favor, and the motion passed. The meeting adjourned at 11:57 am.

Minutes taken by Paula Moore