



Town of Panton Chartered 1761

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APPRAISAL RESEARCH COMMITTEE MEETING MINUTES THURSDAY, MARCH 3, 2022, 10:00 AM VIA ZOOM

Attending: Paul Sokal, Chair; Maggie Catillaz; Bob Groff; Paula Moore; Dave Sullivan.

The meeting was called to order by the committee chair, Paul Sokal, at 10:01 am.

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

Public comment – None

Approval of the Minutes of the January 17, 2022 Meeting – Maggie Catillaz moved to approve the minutes and Bob Groff seconded. All in favor, and the motion passed.

Status of Listers – Now that his term has expired, Dave Sullivan is no longer using the Listers email account. Please use the committee3 account for him. As of 3/1/22, the town no longer has a lister. The committee discussed options for moving forward. It was decided to ask Howard Hall, the selectboard chair, to contact Chris Morris to determine if he is willing to serve until June 1 to assist with finalizing the 2022 Grand List. Having a trained lister assist NEMRC will reduce the cost. The committee estimates there are 6 new homes that need to be appraised at this time.

The committee was reminded of Dave's recommendation to retain one town lister to handle clerical functions for the town. Otherwise, those responsibilities would need to be handled by the town staff.

NEMRC – Maggie McCormick has a draft of an agreement with NEMRC to handle appraisals beginning July 1. She has some concerns about the wording and will work with NEMRC. Dave mentioned the email he received on 2/18 from Chris Miele confirming that NEMRC could work on the 2022 Grand List prior to the beginning of that FY2023 agreement.

Dave Sullivan left the meeting at 10:55 am.

Request for Proposals (RFP) for the Town-wide Appraisal – Maggie Catillaz presented Draft 4 of the RFP, and the committee reviewed the questions that she and Dave Sullivan had about the document. They reviewed 6 RFPs from other Vermont towns and wrote their draft based on them. The committee concluded:

1. The RFP deadline for submission would be two months from issuance.
2. Maggie McCormick will issue and receive the RFPs. The committee will supply names of recommended appraisers to the town clerk. Maggie McC will distribute the RFP to other appropriate points such as VLCT.
3. Dave would fill in the demographic and Panton-specific information in the RFP.
4. There will be no requirement for an appraiser to enter homes for an appraisal.
5. The RFP should be for the 2023 Grand List with work completed by 4/1/23. The committee recognized that this might need to be negotiated with proposal submitters.

6. The target form for submitting the RFP draft to the selectboard was for its 3/22/22 meeting.
7. Based on the committee's input, Maggie C will revise Draft 4 before sending it on to Dave.

Next meeting and agenda: The committee has completed its assignments. No date was set at this time.

Paula moved and Bob seconded the motion to adjourn. All in favor, and the motion passed. The meeting adjourned at 11:37 am.

Minutes taken by Paula Moore