

MINUTES
TOWN OF CABOT LISTERS ORGANIZATIONAL MEETING
THURSDAY, NOVEMBER 2, 2017, 9:00 A.M.
TOWN CLERK'S OFFICE, WILLEY BUILDING, CABOT, VT 05647

The duly elected Listers of the Town of Cabot met at this time for the purpose of organizing their work schedule. Present were Jeanne Johnson, Jacqueline Lumbra and Shirley Ducharme. No members of the public were present.

AGENDA

- o Additions or deletions to agenda
- o Work Schedule
- o Deadline for finishing inspections
- o Criteria for changing pre-existing coding; 2006 reappraisal and lister appraised

1. No additions or deletions to agenda

2. Work Schedule:

- o PREVIOUS SCHEDULE SET JUNE 2017:
August 2017 to March 2018: Tuesdays and Thursdays 9 a.m. to 3 p.m.;
recommend calling first to ensure staffing, or by appointment
Wednesday will also be a non-public work day whenever possible
- o NEW WORK SCHEDULE: Since the public does not seem to recognize specific posted work days, we will not make official office hours, but will make ourselves available to property owners by appointment, as well as when in the office keeping up paperwork, covering the workweek as best we can. We will work hard to keep the lister calendar up to date, and move it to the "Public" drive so it is available to Town Clerk, who can advise drop-ins or callers when a lister will next be in the office.
- o In order to meet the June Grand List deadline of June 4, we need to start scheduling inspections now. So, listers will work whenever their outside commitments allow, in order to get ahead of deadlines that are now looming. Some inspections must wait for April, but construction that is complete now should be inspected now. Shirley will dedicate as much time to scheduling as she has available. But we are not putting her on the Lister calendar because she wants to limit her activities to scheduling and inspections.

3. Changing long-standing coding on garages or other structures: Jacqueline will identify structures coded by Listers as one-story, but believed to be 1.5 story, and compare them with structures coded as one-story at last reappraisal. If inspections after reappraisal are out of line with those coded in 2005/2006, we need a well-documented strategy and explanation to make those changes before the next reappraisal. We need our current appraisals to be in synch with 2005/2006 appraisals.

4. Adjourn 11:30 a.m.

Respectfully submitted,

Jeanne Johnson

Jeanne Johnson
Board of Listers Chair