

MINUTES
TOWN OF CABOT
BOARD OF LISTERS
ORGANIZATIONAL MEETING
TUESDAY, MARCH 26, 2019
2:00 P.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: Brittany Butler, Jacqueline Lumbrá, Jeanne Johnson (Listers), Barbara Schlesinger (Property Valuation & Review State Advisor).

AGENDA

1. **Additions or deletions** to agenda - none
2. **Determine work schedule and office hours**; availability of listers to the public:
Brittany is available Mondays through Thursdays, 9:00 a.m.-3:00 p.m.
Jacqueline Lumbrá is available Mondays, Tuesdays and Thursdays, possibly Wednesdays
Jeanne Johnson is available Mondays and Tuesdays and other days as allowable.
Regular Lister office hours set as Mondays, Tuesdays and Thursdays, 9:00 a.m.-3:00 p.m., and by appointment; appointments are always appreciated.
3. **Book of Cost Sheets or Property Record Cards for Town Clerk's office** rather than accessing files: Historically, town clerk personnel have accessed "Lister Cards" (CAMA cost sheets) directly from lister file cabinets; according to NEMRC/PVR, when listers have updated the file due to changes on the property, those changed values should not be released to the public (by listers or town clerk personnel) until the owner has had an opportunity to grieve. Once that has occurred, they are public records, but not until then. Listers agreed that, beginning with the reappraisal, town clerk's office will have a book with a cost card or property record card for each parcel, and not access lister files.
4. **Assign Responsibilities:**
Lister Chair Jeanne Johnson; Vice Chair Jacqueline Lumbrá, Clerk Brittany Butler
Current Use – Jeanne Johnson
Property Transfers – Jacqueline Lumbrá
Homestead Declarations – Jacqueline Lumbrá
Inspection Schedule – Brittany Butler
5. **Review deadlines:** June 4 Filing Grand List
June 19 Grievances Begin
July 9 Result of Grievances Deadline
6. **Reviewed Upcoming Training Opportunities**, Lister Handbook, PVR & NEMRC FAQ website
7. **Other business:**

Time Sheets

Planning for Office move to old selectboard meeting room/CCA office

Keys for listers

Computer passwords for computer access

Lister email account access

Computer upgrades; should replace one computer per year

8. **Adjourn:** Jacqueline Lumbra moved to adjourn at 3:49 p.m., seconded by Brittany Butler and carried.

Respectfully submitted,

Jeanne Johnson

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