

Thetford Listers Office Meeting Minutes

April 10, 2018

I. Call to order

Janet Stowell Janet Stowell, Lister chair, at 10 am on April 10, 2018 at Thetford Listers Office.

II. Roll call

conducted a roll call. The following persons were present: Janet Stowell, Diane Osgood, Sean Boyce, and Terre Lefler.

III. Approval of minutes from last meeting

Terre Lefler, Clerk read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

a) Assign and Review Duties and Responsibilities

Janet stated

- she would finish Current Use, including filing and current use download.
- Complete inspections working with appraiser and training with new Lister, Sean.
- Meet with property owners that requested meeting with her over the winter.
- Complete Property Breakdowns.

Diane Stated

- Gave HS-122 overview and training for new Lister, Sean
- Gave overview of program status, updates and changes.
- Advised of property owners to be contacted, and Lister Responses that were awaiting answer.

- Working on finishing Completion Letters that have been returned from March mailing.
- E911 updates that affect office, and Memo codes that need updating.

Terre Stated:

- Changes state made to Equalization Study in February adjusts timeline of completion negatively.
- Ordered new supplies for Change of Appraisal Notices
- Conversion finally completed after technical issues due to new computers.
- Will complete Veterans and Utilities.
- Nearly completed with all Transfers.
- All tax map changes made and sent to mappers.
- All address changes complete.

b) Training

- Janet will work with Sean with every step of her duties
- Diane completed a brief Homestead/Housite/HS-122 training with Sean
- Terre has reviewed transfers, and other office procedures with Sean.
- Terre has signed up Sean and herself for New Lister Training, and TOEC.

c) Setting Notices and Grievance Hearing Date

- Janet proposed and Listers agreed to Notices mail date of June 1 and Grievance hearing date of June 15, 2018 to work with appraiser's schedule.

V. Adjournment

Janet Stowell adjourned the meeting at 11:30 am.

Minutes submitted by: Terre Lefler

Minutes approved by: Listers, Janet Stowell, Diane Osgood, and Sean Boyce.