

# MINUTES OF THE EAST MONTPELIER VT BOARD OF LISTERS

**Friday, March 11, 2022  
at the Municipal Office Building**

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| <b>Approved 6/20/2022</b> |
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Present: Listers Ross Hazel, Chris Racanelli and Deborah Fillion.

Ross Hazel called the meeting to order at 10:40 a.m.

Additions to the Agenda: None.

Public Comment: None.

## **2022 Organizational Business**

Elect Officers: Motion to elect Ross Hazel as chair; made by Fillion, second by Racanelli.  
Passed unanimously. By consensus, Fillion will take minutes.

Set Office Hours: By consensus, office hours will remain Mon through Fri, 10 a.m. to noon.

### Rules of Transaction (Procedures):

- Notes taken in the field can be entered into CAMA and Grand List by any lister. Date and nature of changes will be noted. Amended drawings and cost sheets will be reviewed by a 2nd lister before issuing notices to property owners.
- When applicable, listers will recuse themselves (E.M. Conflict of Interest Ordinance).
- Access to public records will require a sign-in sheet and protection of confidential information, such as state tax credits as per 32 V.S.A. § 3102 (j) and (k). Maintaining comprehensive documentation of zoning permits, tax bills, deeds, death certificates is the statutory duty of other town officials. Listers may keep file copies as needed.
- Grievance hearings and meetings where the listers take official action, such as the lodging of the abstract of the grand list, will be warned. Minutes will be posted online.

### Review and Assignment of Tasks:

- Ross will continue to provide primary coverage of scheduled office hours.
- Chris will continue setting up appointments for site visits. Whenever possible, all three listers will visit sites together. The 2022 IRS standard mileage rate is \$0.585 per mile.
- Listers will review monthly newsletters and participate in online training and resources offered by VT Dept of Taxes, NEMRC, VLCT, and other professional organizations.
- Ross will provide regular in-office training sessions to Deb and Chris as needed.

There being no other business, meeting adjourned by unanimous consent at 11:45 a.m.

Minutes taken by Deb Fillion