



TOWN OF HARTFORD
LISTERS MEETING
9:30 AM, Monday, January 6, 2015
Draft Meeting Minutes

Members Present: Emile Grondin, Terry Chesbro, Susan Foster
Staff Present: Clarissa Holmes (Assessor)
Others Present: None

1. Approval (as submitted) of minutes of December 8th meeting
2. Lodge Final 2014 Grand List: The final Grand List for 2014 was signed by all three Listers and recorded in the Town Clerk's Office by Sherry West, Assistant Town Clerk, along with a hard copy of the entire Grand List. A signed hard copy of 411 will be sent to the State Tax Department.
3. Meeting Reminder: It was suggested that the Assessor e-mail reminders to the Listers a day or two in advance of meetings.
4. Policy Manual: The final version of the Listers Office Policy Manual was distributed for review by the Listers, for approval at the next meeting.
5. Review Ads for Assessor Position: The ad for the Assessor position was reviewed by the Listers and will be placed in Valley News, Rutland Herald, Vermont Standard, VALA and VLCT. We will also send it along to the New Hampshire Assessor Organization. It was decided to run the ads for 2 weeks, until January 30, and then review the responses. If necessary, we will continue the ad until February 15th, which will be the deadline for accepting applications. After review of the applications, finalists will be chosen to be interviewed by the Listers, Assessor and Selectboard. Between April 15th and May 1st, a decision will be made, with anticipated start date of June 1st, dependent on the amount of training required for the new person. We will review this tentative schedule with the Town Manager.
6. Review Equalization Study Results: We have received the results of the 2014 Equalization Study from the State Tax Department. The new Common Level of Appraisal (CLA) is 103.42% and the Coefficient of Dispersion is 9.9%. This will be the CLA used to adjust the State Education Tax rate for the July tax bills. The CLA is still over 100%, indicating that properties, in general, are over-assessed by 3.42%. The COD measures the level of equity in assessments, with a lower number indicating better equity. The Tax Department considers 10% as an acceptable level, thus ours is slightly better. The Assessor also reviewed the statistical process involved with the annual Equalization.
7. Property Card Review: The review of the Property Record Card will be tabled until the next meeting. At that time, we will also begin reviewing values for the 2015 Grand List (deliberative session)

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8. Good Neighbor Health Clinic: In 2010, the Town Meeting voted to grant a tax exemption to the Clinic. Since no time limit was placed on the exemption, it was assumed to run for 10 years, thus expiring in April, 2015. Due to changes in the Vermont Statutes since 2010, the Clinic may now qualify for a statutory exemption. They have recently purchased their building from the Loyal Club and have now submitted an exemption application for 2015. We have forwarded this to our attorney for review and legal opinion.
9. Next Lister Meeting: - The next Lister meeting is scheduled for Tuesday, January 20th at 9:30 AM
10. The meeting was adjourned at 11:30