

**Brattleboro Board of Listers Meeting  
May 6, 2020 at 2pm**

Per the “Stay Home – Stay Safe” order issued by Governor Scott, this meeting was held with no physical location using GoToMeeting.

<https://global.gotomeeting.com/join/778754061>

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**Present:** Listers Eric Annis, Tom Franks, Kathy Dowd  
Town Assessor Jenepher Burnell, Assistant Assessor Joe Meyer,  
Assessor Technician Aileen Chute, and select board member  
Elizabeth McLoughlin

Eric opened the meeting at 2:01pm. Jenepher explained the meeting is being taped and recorded.

Aileen Chute, our new assessor technician, was introduced and welcomed aboard.

Joe joined the meeting by phone.

Election of officers was held. Eric will serve as Chair, Tom as Vice Chair and Kathy as clerk.

**Review of 2020 conditionally exempt property**

**New England Youth Theater (NEYT)**

Because the Listers want to make sure the property is dedicated to NEYT’s main core mission they do an annual review of the rental activity and percentage of the building used for each rental. Kathy made a motion with a second by Eric, to grant an additional year of conditional tax exemption. The motion passed.

**River Garden, Strolling of the Heifers**

The Listers annually review public operating hours. Their mission states the property will be open to the public for a minimum of 40 hours (on average) per week. Due the unusual circumstances caused by COVID-19 the River Garden is currently closed to the public. Eric made a motion with a second by Kathy to grant an additional year of conditional tax exemption. The motion passed.

**Winston Prouty Thomas Hall (formerly Vermont Hall)**

The Listers annually request a list of property tenants, the square footage rented and rental income. Jenepher has not received this information from Winston Prouty.

Eric is the facilities manager at Winston Prouty and recused himself from acting on this motion. He explained that in Thomas Hall (formerly Vermont Hall) only one additional office space (20’ x 12’) has been rented. Tom made a motion with a second by Kathy to grant an additional year of conditional tax exemption. The motion passed.

**Grievance Hearings**

Jenepher explained how and what determines the hearing time line, from statute requirements to the town’s policy to have appeals completed and adjustments made by July 1st in order for tax bills to be mailed by July 15th.

Last year we set the dates for 2020 as Tuesday June 9 through Friday June 12. These dates met the time line requirements. Listers agreed to these dates and recognized that additional dates may be needed.

The remote meetings will be held on the GoToMeeting platform. Jenepher explained that Patrick Moreland has designed a Brattleboro logo that meeting attendees will see when they log in. The microphone and camera stay off until the meeting starts. There is also a call in feature for this platform. The hearings will be recorded and taped.

We learned from Jenepher that assessor office hours are 8:30am to 5pm with the office closed from 12:30 to 1pm for lunch due to one person coverage. She explained the process for receiving information from appellants. Jenepher told us the valuation notice of change will contain the procedures to follow.

Tom asked what date will we accept for receiving grievances. After discussion, we agreed to accept grievances with a postmark of June 9th.

At 2:30 Joe joined the meeting on screen. At 2:55pm, Joe left the recorded meeting and said he would phone in using the GoToMeeting phone number. Two minutes later, Joe joined us by phone. We now know the call in feature works easily.

At 3pm Sue Fillion joined the meeting to talk about using the GoToMeeting technology. It was agreed that either Jenepher, Joe or Aileen will be the organizer to best facilitate the meeting process.

After much discussion, it was decided that hearings will be scheduled, as in previous years, in 15 minute intervals with 30 minutes allotted for more complex properties. Hearings will be scheduled from 10am to 12:00 each day with a lunch break from 12:30 to 1pm. Hearings will resume at 1pm until 2:45pm. A deliberation session will be held each day at 3:15pm.

Kathy said she was pleased to know that staff now have laptops. Access to the property valuation system for answers to Listers questions can take place in a timely way in deliberation sessions.

Kathy requested that property data cards be sent to appellants. Jenepher explained that appellants will receive their packets prior to the hearing and the property data card will be included. Kathy asked that the property tax map be highlighted using the maps online version. Jenepher agreed. Kathy thanked the staff for their good work.

Aileen spoke about the test zip file she sent via email last week for property information packets. She will start sending us property packets soon. Tom requested they be sent in small batches and be labeled.

With no other business or public comments, the meeting adjourned at 3:34pm.

Respectively submitted,

Katherine N. Dowd, Clerk