

**Norwich Board of Listers**  
**FINAL Minutes**  
**June 1, 2018**

Present: Cheryl A. Lindberg, Kris Clement (by phone) and Dennis Kaufman, Listers

Public: None

Lindberg called the meeting to order at 3:03 pm.

A review of the agenda was done and it was decided to move item 2 to later in the meeting and to switch items 5 and 6 in order. Kaufman made a motion to approve the agenda as amended. Clement seconded. The motion passed unanimously.

Public comments: There was no public present.

Discussion of RFP with assessing firm: The Listers called Spencer Potter of Vermont Municipal Assessor, Waitsfield, VT. The Listers recapped the discussion they previously had in a meeting with Potter regarding his RFP response, reviewing his work schedule and availability to come to Norwich, his experience in the industry, how the Listers will interact with him, the office structure and the software used by the Town of Norwich. Potter mentioned the pros and cons of switching CAMA software, stating that it would be best to switch at a point where a reappraisal will be done. Potter agreed with the recap and the Listers did not have any further questions for him. Lindberg asked Potter if he would like to share any additional information with the Listers and he had nothing further to share. Lindberg asked Potter if he would be available later as the Listers wanted to call him after they came out from an Executive Session. He was available and the phone call ended.

Kaufman moved that the Listers go into Executive Session per 1 VSA Section 313(a)(1) contract negotiations at 3:33 pm. Lindberg seconded and the motion passed unanimously. The Lister returned to public session with a motion by Kaufman and a second by Clement. The motion passed unanimously at 4:50 pm. Kaufman made a motion that the Listers offer Vermont Municipal Assessor the contract assessor agreement to provide assessing services to the Town of Norwich. Clement seconded the motion. The motion passed unanimously.

Kaufman left the meeting at 5:00 pm. Lindberg and Clement called Potter back and said that the Listers had voted to offer him the contract and he was pleased to accept. Lindberg explained that Norwich will need a contract signed and the Listers have drafted one to send to him for review and feedback. Lindberg will warn a Lister meeting for June 6<sup>th</sup> at 3 pm to discuss the contract with Potter, who agreed on the date and time. The contract and the Listers recommendation will go to the Selectboard in their next packet for final approval.

Lindberg and Clement worked on the draft contract, reviewed by the Town Manager and arrived at a final draft for the meeting with Potter. Lindberg will send the draft to Potter as soon as possible. Lister policies will need to be done for certain aspects of the office work and to make the team an effective group.

At the late time of day, agenda items 2 and 7 were postponed until a future meeting.

The meeting adjourned at 6:05 pm by a motion made by Clement and seconded by Lindberg. The motion passed unanimously.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Norwich Town Listers