

DRAFT Meeting of the Norwich Board of Listers
Wednesday, August 8, 2018 at 3 pm
Lister's Office - Tracy Hall

Present: Cheryl A. Lindberg (Chair), Dennis Kaufman, Kris Clement (Listers), Spencer Potter (Assessor), Colleen Hammond – Lister's Assistant

Public Present – No public present

Lindberg opened the meeting at 3:03 pm.

1. Review and approval of agenda- discussion/action item

Kaufman Moved to accept the agenda as presented - Clement 2nd. Motion passed 3-0
Lindberg asked to add Website discussion under procedures. And Add E&O under reports.

2. Public comments -

No comments

3. Review and approve draft minutes from Lister Meeting(s)

6/4 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
6/6 - Clement Moved to accept the minutes presented - Kaufman 2nd. Motion passed 3-0
6/13 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
6/19 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
6/2 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
7/5 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
7/9 - Kaufman Moved to accept the minutes presented - Clement 2nd. Motion passed 3-0
Discussion/action item

4. Report from Assessor – discussion/action item

Mr. Potter noted; He became established with Patriot Software, and has been set up within Patriot and NEMRC; Closed out 2017 Grand-List within NEMRC and Patriot; Is reviewing Property Transfer's so Hammond can process. And provided a copy of the Newbury flowage rights judgement for the BCA meeting he attended on August 1st.

5. Office Policies/Procedures – discussion/action item

- Office Assistant Duties/Job Description
- Contract Assessor Duties / contract responsibilities
- Listers Statutory Responsibilities; Chair Responsibilities
- Draft Policies
- Website discussion

6. Next meeting date – agenda items

did not decide

7. Adjournment

Meeting adjourned at 5:20 pm with a motion by Clement, 2nd by Kaufman. Motion passed 3-0