

Norwich Board of Listers
DRAFT Minutes
February 6, 2019 at 3:00 PM

Present Cheryl A. Lindberg, Kris Clement (via phone) Listers. Spencer Potter, Contract Assessor,
Public: Pam Smith

Item 1: The meeting was called to order at 3:04 PM

Item 2: Review and approval of agenda

Clement moved to accept the agenda as presented, second by Lindberg. Vote was unanimous

Item 3: Public Comments/Correspondence – No public comments were made. Email from Dennis Kaufman – Clement moved to receive the correspondence from D. Kaufman; Lindberg seconded. Motion passed unanimously.

Item 4: Review and approval of minutes – 1/9/19

Clement moved to approve the minutes as amended, second by Lindberg. Vote was unanimous.

Item 5: Hiring of Lister Clerk

Resignation from Hammond was received on 1/17/19. With the assistance of the Town Manager's office, the Listers prepared a new job description for the Lister's office Clerk and obtained the hourly rate range. The position has been posted on the Town's website and advertised in the Valley News, VLCT classifieds, Town listserve, posted on Town bulletin boards and posted to INDEED. During discussion, the Listers decided to also post the position on the Lister Listserve and jobsinvnt site. Using a temporary job agency was discussed. A date of 2/15/19 was used for an "apply by" date. All applications will be reviewed the following week and applicants will be notified of an opportunity to interview. The Listers will cover the office as best as possible during this transition.

Item 6: NEMC support follow up

No email response has been received from NEMC so far. The Listers and Potter discussed a Plan B approach to getting the info transferred manually. Clement will send a follow up email next week.

Item 7: Monthly Report from contract assessor

The Listers reviewed the monthly report and thanked Potter for the information. About a dozen zoning permit inspections have been done, with additional inspections scheduled. The Listers confirmed that Potter can go and inspect any property with a zoning permit once the appointment deadline of 2/8/19 has passed. Potter will not be in the office on February 20th. Listers will cover that week.

Item 8: Monthly invoice from contract assessor

Lindberg moved to approve the January, 2019 Invoice for \$3,514.34 from VT Municipal Assessor. Clement seconded the motion. The vote was unanimous.

Item 9: Next meeting date:

If not before, the next meeting will be on March 6th at 6 pm for an organizational meeting of the new Board of Listers.

Item 10: Adjourn

Clement moved to adjourn. Lindberg seconded. Vote was unanimous. Meeting adjourned at 4:13pm.