

**Norwich Board of Listers**  
**DRAFT Minutes**  
**March 6, 2019**

Present: Cheryl A. Lindberg, Kris Clement and Pam Smith, Listers

Also present: Spencer Potter, Contract Assessor

**1: Election of Lister Chair**

The meeting was called to order at 11:01 am; Kris Clement made a motion to elect Lindberg as Lister Chair; Smith seconded the motion; vote was unanimous. The date for regular meetings will be discussed at the next meeting, with Wednesday being a preferred day.

**2: Review and approval of agenda**

Lindberg asked if there were any other agenda items – property record card discussion would be part of Potter’s monthly report discussion. Clement moved to accept the agenda as presented, second by Smith. Vote was unanimous.

**3: Public Comments/Correspondence** – No public was present.

**4: Monthly report/invoice**

The Listers reviewed Potter’s monthly report and discussed several items with him. The State Parcel mapping project will be done in Norwich during the upcoming year. Norwich is one of the towns in the third and final phase of the project. All towns will be done by the State and a central database will be the end result. This does not cost Norwich any money, as it is funded by the State. Lindberg spoke with NEMRC about being the firm to do the Norwich maps, since they have familiarity with the Town. NEMRC can provide a link to their Online Map Viewer that would be on Norwich’s website and available for all to use, thus discontinuing printed maps. Moving to digital access versus printed maps is the direction that most towns are headed. The Listers agreed that this is the better way to proceed and funds are available in the current budget to commit to this.

Property record cards are a topic of discussion due to the public wanting them from the Lister’s office and the Lister’s re-directing the requests to the link on the Town’s website that provides parcel information. It was decided that requests would be redirected to the link and if someone absolutely needs the card produced from AssessPro, they would need to wait until Potter is in on a Wednesday to provide it. This will continue until a new Lister Clerk is hired.

Clement moved to receive Potter’s monthly report and approve his invoice for payment. Smith seconded the motion and it passed unanimously.

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**5: NEMC support**

After discussion it was decided by the Listers that Potter should contact NEMC and coordinate dates for assistance with the Abstract and Grandlist in May and June. Potter will keep the Listers in the loop on his effort.

**6. Lister Clerk follow-up**

A follow-up interview will be held this Friday and the executive session meeting has been posted.

**7. Adjourn**

Clement made a motion to adjourn. Smith seconded. Vote was unanimous and the meeting adjourned at 12:00 pm.

Respectfully,

Cheryl A. Lindberg, Chair