

**Norwich Board of Listers**  
Special Meeting – 10:30 am  
Tuesday, October 08, 2019

**Draft Minutes**

**Present:** Cheryl Lindberg, Kris Clement and Pam Smith; Listers, Admin Clerk; Masaki Schuette.

**1. The meeting was call to order at 10:45 AM.**

**2. Review and approval of agenda – action**

Smith moved to approve agenda for the meeting. Clement seconded. Vote was unanimous.

**3. Public Comments** – No Public was presented

**4. Budget FY2021 Planning – discussion**

After lengthy discussion, Smith moved to approve (Clement 2<sup>nd</sup>) to submit a written request to SB, asking 21K surplus in Listers' budget of FY2019 to be moved to Re-appraisal fund. 2<sup>nd</sup> by Clement. Vote was unanimous.

**5. Review of Admin Clerk (Schuette) – discussion (Possible Executive session)**

Listers moved into executive session at 12:15pm. Listers invited Schuette to attend first 15 minutes of the executive session. Schuette left the executive session at 12:30pm. Listers came out of executive session at 1pm. Motion was made by Smith to return to public session, second by Clement. Vote was unanimous.

Motion was made by Smith to change Admin clerk pay rate to increase to Grade 12 Step A to Grade 12 Step B effective date to be on Sept. 20, 2019, which was the end of 6 months' probation period. 2<sup>nd</sup> by Clement. Vote was unanimous.

**6. Adjourn**

Clement moved to adjourn the meeting, 2<sup>nd</sup> by Smith. Meeting adjourned at 1:05pm.

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers