

**Norwich Board of Listers**  
Listers Work Session - 3:30 pm  
Thursday, November 19, 2020

**Draft Minutes**

This meeting was conducted using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions.

**Listers present:** Cheryl Lindberg, Chair; Pam Smith, and Doug Wilberding (all via Zoom)

**Public:** None present.

**1. Call to order**

Lindberg called the meeting to order at 3:30 PM.

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

Lindberg moved to add 2 items to the agenda after Public Comments: 1) discussion on the purchase of office equipment; and 2) review the job description and advertisement for the Administrative Assistant to the Listers position (2<sup>nd</sup> Wilberding). Unanimous.

**3. Public Comments**

No members of the public were present.

**4. Office Equipment - review/discussion**

Potter has requested a wireless keyboard and the Listers would like to add a webcam to the computer for the Administrative Assistant. Because these are not immediate needs, the Listers will add them to their agenda for the regular monthly meeting on December 9, 2020.

**5. Administrative Assistant Job Description and Advertising - review/discussion**

The Listers reviewed the job description for the Administrative Assistant and made some minor changes to the document. Lindberg will make the necessary changes and ask the Assistant to the Town Manager to post the job opening on the Town website. Subsequently, Lindberg will post the job opening in the VLCT classifieds, the Norwich Listserv and Indeed.com. The December 9, 2020 agenda will include an update on this posting and discussion on whether to place a paid advertisement in the Valley News classified section.

**6. Work on the draft for Reappraisal Services**

The Listers reviewed the RFP that was prepared in 2010 for the reappraisal conducted in 2011-2013. Smith will create a redline of the RFP making changes that were discussed. Wilberding will do the second review of the document.

**7. Adjourn**

Lindberg **moved** to adjourn at 5:00 pm (2<sup>nd</sup> Wilberding). **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair  
Board of Listers