

Norwich Board of Listers
Listers Meeting – 9:30 am
Wednesday, December 17, 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 9:30am.

2. Review and approval of agenda – action

Motion by Smith to approve the agenda as presented. (2nd Wilberding). Unanimous.

3. Public Comments

No public comments.

4. Executive Session – Personnel Matter/Candidate Interviews

Motion by Smith to enter Executive Session for the purpose of interviewing selected candidates that applied for Administrative Assistant position. (2nd Wilberding). Unanimous.

Motion by Smith at 11:10am to re-enter regular session. (2nd Wilberding). Unanimous.

Motion by Lindberg to recess the meeting until 4:30pm today for additional interviews with prospective candidates. (2nd Smith). Unanimous.

Motion by Smith to reconvene the Listers meeting for additional interviews at 4:19pm. (2nd Lindberg). Unanimous. (Due to a previous commitment, Wilberding was unable to attend this session.)

The Listers discussed next steps in the recruitment and interview process and possible advertising for the open position of Administrative Assistant to the Board of Listers.

5. Next Meeting Date – 12/30/20 discussion

The Listers will meet again on December 30 at 2:30pm to review and approve the HS-122 Homestead Declaration change report for any changes made to the Grand List since it was lodged with the Town Clerk earlier this year. The Listers will make separate appointments to sign this document in the presence of the Town Clerk on Thursday, December 31, 2020. Additional candidate interviews will be scheduled for 3:00pm – 5:00pm on December 30, 2020.

6. Adjourn

Lindberg **moved** to adjourn at 5:00 pm (2nd Smith). **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers