

Norwich Board of Listers
Listers Meeting – 2:30 pm
Wednesday, January 13, 2021

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

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

Public: None Present

1. **Call to order**
Lindberg called the meeting to order at 2:30pm
2. **Review and approval of agenda – action**
Motion by Smith (2nd Wilberding) to approve the agenda as presented. Unanimous.
3. **Public Comments** None
4. **Assessor Report & Invoice – discussion, review and action**
Potter continues to do inspections when in Norwich. Lindberg noted that the invoice for December was higher than usual due to five (5) Wednesdays in the month and some remote work done by Potter. Motion by Smith (2nd Wilberding) to accept the Assessor's report and approve Invoice #1243 dated January 1, 2021. Unanimous.
5. **Request for Proposal (RFP) for Reappraisal – finish document**
The Listers, with input from Potter, and made several changes. A meeting for final review and approval was scheduled for 1:00pm on Sunday, January 17. (Potter left the meeting at this point.)
6. **Executive Session – Personnel Matter/Candidate Interviews**
Moved by Smith (2nd Wilberding) to enter executive session under VSA §313(a)(3) to interview applicants for the Administrative Assistant position. Unanimous. The Listers entered Executive Session at 4:00pm. Motion by Smith (2nd Wilberding) to enter public session. Unanimous. The Listers entered public session at 4:52pm.
7. **Listers' Town Report pages – discussion/action**
Motion by Lindberg (2nd Wilberding) to approve the Listers' pages as presented. Unanimous
8. **Approve draft minutes – December 30, 2020 meeting**
Motion by Smith (2nd Wilberding) to approve the December 19, 2020 minutes as presented. Unanimous.
9. **Next Meeting Date – discussion**
The Listers will meet again on Sunday, January 17, 2021 at 1:00pm. The agenda items include the Administrative Assistant position opening and the RFP for the reappraisal.
10. **Adjourn**
Lindberg **moved** (2nd Wilberding) to adjourn at 5:05 pm **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers