

Norwich Board of Listers
Listers Meeting – 3:00 pm
Wednesday, January 20, 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, and Doug Wilberding (all via Zoom)

Public: None Present

1. **Call to order**
Lindberg called the meeting to order at 3:01pm
2. **Review and approval of agenda – action**
Motion by Smith (2nd Wilberding) to approve the agenda as presented. Unanimous.
3. **Public Comments:** None
4. **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 3:06pm. Motion by Smith (2nd Wilberding) to enter public session. Unanimous. The Listers entered public session at 3:58pm. Motion by Wilberding (2nd Smith) to make an offer of employment for the part-time Administrative Assistant position to one of the candidates with a start date of February 2, 2021. Unanimous.
5. **Request for Proposal (RFP) for Reappraisal – finish document**
The Listers reviewed the latest iteration of the draft RFP prior to the meeting. While there are still some minor formatting issues to be corrected in the draft, the Listers feel the RFP is ready to send to the Selectboard for their feedback. Lindberg will draft a cover memo to the Selectboard with a deadline of 3:00pm Friday, February 5, 2021 for the submission of their comments. Approval of the RFP is expected to be on the Listers agenda at their next regular meeting at 1:00pm on Wednesday, February 10, 2021.
6. **Adjourn**
Wilberding **moved** (2nd Smith) to adjourn at 4:30pm **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers