

Norwich Board of Listers
Listers Meeting – 2:30 pm
Wednesday, December 30, 2020

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: Linda Cook

1. **Call to order**
Lindberg called the meeting to order at 2:42pm
2. **Review and approval of agenda – action**
Motion by Smith (2nd Wilberding) to approve the agenda as presented. Unanimous.
3. **Public Comments**
Lindberg stated the Listers have received a letter from the State indicating that the Norwich CLA for 2020 is 90.28% and the COD is at 11.84%. This confirms the need for the Reappraisal Reserve Fund request in the Listers FY22 budget request.
4. **HS-122 Change Report from Contract Assessor – discussion, review and action**
Motion by Smith (2nd Wilberding) to approve the PVR4216-H Errors and Omissions Certificate Homestead Classification Change Only report generated by Potter and authorize the Listers to sign the report at 10:00am December 31, 2020 in the presence of the Norwich Town Clerk. Unanimous.
5. **Advertising Expense – Admin position**
The Listers will continue advertising the position on the Norwich and the Upper Valley listserv. Smith will share a draft ad for publication in the Valley News with the other Listers and explore the cost of classified advertisements. Motion by Smith (2nd Wilberding) to authorize all expenses incurred for online advertising with Indeed through December 31, 2020. Unanimous.
6. **Executive Session – Personnel Matter/Candidate Interviews**
Moved by Wilberding (2nd Smith) to enter executive session under VSA §313(a)(3) to interview applicants for the Administrative Assistant position. Unanimous. The Listers entered Executive Session at 3:30pm. Motion by Smith (2nd Wilberding) to enter public session. Unanimous. The Listers entered public session at 3:53pm.
7. **Approve draft minutes – December 19, 2020 meeting**
Motion by Smith (2nd Wilberding) to approve the December 19, 2020 minutes as presented. Unanimous.
8. **Next Meeting Date – discussion**
The Listers will meet again on Wednesday, January 13, 2020 at 3:00pm. Future agenda items include the Administrative Assistant position opening and the RFP for the reappraisal.
9. **Adjourn**
Lindberg **moved** (2nd Wilberding) to adjourn at 4:23 pm **Unanimous.**

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers