

Norwich Board of Listers

Regular Meeting

3:00 pm Wednesday, December 8, 2021

Draft Minutes

This meeting was held at Listers' office at Tracy Hall in person and via Zoom.

Listers present: Cheryl A. Lindberg, Chair; Doug Wilberding and Pam Smith

Public: None present

Also Participating: Spencer Potter, Contract Assessor

1. Call to order

Lindberg called the meeting to order at 3:04pm.

2. Review and approval of agenda – review / action /discussion

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

3. Public Comments & Correspondence --

None present.

4. Assessors Report & Invoice – review / discussion / action

As noted at the November meeting, Louise Taylor's request to subdivide a 2-acre parcel has revealed that the valuation of her parcels is not consistent with the Listers' policy. Motion by Smith to have Potter correct the account to value each parcel as a separate zoning parcel and present the results of these changes to the Listers for discussion at their next meeting (2nd Lindberg). Unanimous.

Potter received a telephone request from Sara Gormley to change her Property Record Card to reflect a 3-bedroom home, instead of the current 4-bedroom designation. Lindberg will reach out to the homeowner to schedule an interior inspection prior to any changes to this account. Motion by Smith to accept the Assessors Report dated December 1, 2021 and approve Invoice #1305 dated December 1, 2021 in the amount of \$2,692.12 (2nd Wilberding). Unanimous.

5. Patriot Properties Update on revised contract - discussion

Wilberding has reached out to Patriot Properties to discuss the possible rewriting of our contract based on the sale/merger of Patriot Properties to Government Brands in March of 2021. The Listers called Mark Harrell, CFO of Patriot Properties, during the meeting to get further clarification.

Wilberding will revise the contract based on this discussion and will submit those revisions to Mark & Jeff at Patriot for review. The Listers also reiterated their concern about the length of time it has taken Patriot to respond to support tickets. Mark said they have hired additional tech support personnel with the goal of improving response times.

6. RFP Status – This item was tabled.

7. Budget Presentation to Selectboard – review/discussion/action -- This item was tabled.

8. Approval of Minutes of 11/10/2021 and 12/1/2021 – review/discussion/action

Motion by Smith to approve the minutes of 11/10/2021 and 12/1/2021 as presented (2nd Wilberding). Unanimous.

9. Administrative Clerk Selection – Executive Session

Motion by Smith to enter executive session under provisions of VSA Title 1 Section 313(a) to consider the appointment or employment of an employee for the Town of Norwich where premature knowledge would place the candidate(s) under consideration at a substantial disadvantage (2nd Lindberg). Unanimous.

Motion by Smith to re-enter public session at 4:21pm (2nd Lindberg). Unanimous.

Motion by Lindberg to make an offer of employment to Candidate #2 contingent upon the successful completion of a background check (2nd Wilberding). Unanimous.

9. Next Meeting Date

The next regular meeting of the Listers is scheduled for January 12, 2022 at a time to be determined.

10. Adjourn

Motion by Smith to adjourn at 4:32pm. (2nd Wilberding). Unanimous.

Respectfully submitted,

Cheryl A. Lindberg, Chair
Board of Listers

Draft