

MINUTES FOR MEETING Prepared by: Carmeta French

ROXBURY BOARD OF LISTERS

THURSDAY MARCH 11, 2021

9AM AT COMMUNITY HALL

MEMBERS PRESENT: Bill Hansen, Carmeta French, Mollie DeFont & Britney Pombar

PUBLIC:

1. Bill Hansen **Called meeting to order 9:03AM**
2. Officers Elected
Bill Hansen Nominated Carmeta French Chair, Mollie 2nd – Yes -3- No-0-
Bill Hansen Nominated Mollie DeFont Vice Chair, Carmeta 2nd- Yes -3- No -0-
3. Reviewed & Discussed Training Opportunities –
 - State of Vermont training online
 - Lister’s Handbooks (printed at the town office)
4. Review Contact Information
Availability – Carmeta Evenings after 5PM, Weekends, Other (By appointment w/ advance notice) Mollie Evenings/Afternoons, Weekends (following upcoming trip & quarantine)
5. Update Lister Email w/ Forwarding – This will allow all listers access to incoming emails from residents, state etc.
6. Schedule Reassessments for Properties with Improvements and Fire/Loss/Damage
Discussed downgrading properties and upgrading properties that have gone through losses and improvements
Discussed updating contact information for non-residents to aid reappraisal process
Discussed utilizing Forrest Twombly as a resource/guide to help new listers with property visits and grading.
Discussed Britney’s duties as an assistant and how the Board of Listers can utilize her assistance and expertise
7. Other Business Reminder about Time sheets needed for town payroll
8. Meeting Adjourned – **Bill Motion, Carmeta 2nd Meeting Adjourned at 9:37 AM**