

## **LISTERS ORGANIZATIONAL MEETING**

Friday, March 26, 2021 at 11:00 am via Zoom

Members participating: Tim Denny, Kerrie Bushway, Tom Jacobs

No town residents requested to attend the zoom meeting

1. Organization - committee positions.
  - a. Tim will serve as Chair
  - b. Kerrie will serve as Vice Chair
  - c. Tom will serve as Secretary
  
2. Rules of Procedure
  - a. Acknowledged and agreed to follow Town of Strafford Rules of Procedure for Municipal Boards, Committees and Commissions (adopted March 2021)
  - b. Acknowledged and agreed to follow Policy Regarding Conflicts of Interest and Ethical Conduct For the Town of Strafford (adopted October 2020)
  
3. Discussion of Items and Duties
  - a. Grading of the land on a property – issues and difficulties
  - b. Calendar deadlines: GL to be lodged before June 4; CU certify by July 15
  - c. Lister emails - Tim will continue to address most email correspondence
  - d. Grand List compilation will be handled primarily by Tim
  - e. Property Transfers will be handled by Kerrie
  - f. Tom will handle Homestead Declaration downloads and will begin other research projects
  - g. Thorough documentation of decisions and policies was encouraged
  
4. Other Projects
  - a. Tim discussed having Tom work on a review of ‘Section 2’ properties, those that have more than one habitable structure. Tim feels that we need to make sure the town is consistent when determining whether a separate building site is required.
  - b. Tim discussed reviewing when a property should be devalued when it contains an easement for a high-tension power line.
  - c. Office hours
    - i. Tom Cain will be in the Listers’ office Monday mornings by himself while Covid restrictions continue; we hope that one lister can be in the office each Monday beginning this fall.
    - ii. Tom Jacobs will be in the Listers’ office Tuesday afternoons from 3:00-5:00
    - iii. Tim is generally there Wednesday afternoons
  - d. We discussed the organization of files on the computers in the office

Meeting adjourned at 12:20 pm

Respectfully submitted,

Tom Jacobs

Secretary