

Board of Listers Meeting
5/5/2021
4:30 p.m.
School

Those in attendance: Mary Labrecque, Louise Koss, Debbie Spaulding, Paul Zera, Rusty Spaulding, Sarah Noble.

Meeting called to order at 4:35 p.m.

Louise asked to adjust agenda to approve minutes. Motion made by Louise to approve minutes of 4/14/21 seconded by Mary. All in favor.

Property cards procedures/security. Louise created the form due to files missing from lister file cabinets. See attached. Motion to approve made by Louise seconded by Mary all in favor.

Create Lister notebook. Will wait to see if state will produce something otherwise board will start work to create one.

Posting places/paper of record. Same as currently using: town office, town website, school, post office. For grievances: Town office, town website, school, post office, Lakehurst, and Kiosk. Paper of record: Islander.

New procedures for documenting changes/ 411. Moved to next agenda.

New form for pick-ups. Will go into the lister book. Motion made by Louise, seconded by Mary all in favor.

Other business. Grievance date: Looking at June possible dates 12th or 26th. Will start to go out next week to finish pickups and data entry.

Adjourn. Motion to adjourn made by Debbie to adjourn at 4:50 seconded by Mary all in favor.

Respectfully submitted,

Deborah Spaulding

Notes for Lister Card Security/Procedures

- 1) Two Lister files – All filed by parcel ID/Span
 - a. Current: Card, Photos, Deed,
 - b. Historic; Current and Past Card, Photos, Deeds and/or other documents

- 2) Locking File Cabinets:
 - a. Keys to Town Clerk/Assistant
 - b. Board of Listers
 - c. Files cabinets only to be unlocked when a single card/file is removed and immediately relocked
 - d. If Clerks are too busy they are to contact Listers for assistance in completing requests.

- 3) Property Contents (inside flap sheet – Appendix A- Current File – Appendix B – Historic File)
 - a. All cards
 - b. All photos
 - c. Other documents
 - d. List of Searchers and dates – Clerk /Lister Initials

- 4) Professional Searchers
 - a. May sign out file (Single? Multi?) -Clerk of Lister to inspect file prior to sign out for contents
 - i. review at the tables only never to be removed from property
 - ii. Must request copies of anything in the file – not to remove anything
 - b. Return of file(s) must be to a Clerk or Lister for
 - i. acceptance/inspection of return
 - ii. Documentation of party on Contents Sheet
 - iii. Completion of Sign-In paperwork

- 5) Private Searches
 - a. Copy of single card may be done at time of request
 - b. Multiple card requests are to be completed for pick up at end of day following office day.
 - c.

ILM LISTER PICKUP SHEET

Date: _____

Property ID/Span: _____

Property Address: _____

Reason:

Date: _____

Property ID/Span: _____

Property Address: _____

Reason:

Date: _____

Property ID/Span: _____

Property Address: _____

Reason:
