



## TOWN OF WESTMINSTER

Board of Listers  
P.O. BOX 147  
Westminster VT  
Tel. 802-722-9516  
Fax 802-722-9816  
listers@westminstervt.org

### **Minutes for Board of Listers meeting, November 7, 2025**

Present: Jackie Atwood, Rachael Cohen, John Ewald

The Board of Listers met to discuss office hours and our distribution of labor.

Rachael will continue with her Wednesday hours, from 10:45 to 2:45.

Jackie will schedule office hours either Thursdays or Fridays, TBD.

John will come in for training with Rachael on Wednesdays and come in on Mondays or Fridays, TBD.

Jackie will record PTTRs and process transfers for the Education Equalization study in VTPIE. She will respond to voicemail and email messages and take care of needs as they arise during her office hours.

John will continue to pick up messages from the answering machine and respond or pass them along to Rachael or Jackie as needed. He will perform office tasks and Lister tasks as he gets trained.

Rachael will focus on maintaining the tax maps, processing subdivisions, lot-line adjustments, and contiguous parcel sales, and providing documentation to CTI to update Vermont State digital maps. She will take care of needs as they arise during her office hours.