



TOWN OF NORTON
BOARD OF ASSESSORS

MINUTES

Date: August 18, 2011 Time: 3:30 p.m.

Members & Staff Present: Barbara E. Martin, Chairman, Robert J. Bouchard, Member and Lisa Cathcart, Director of Assessing.

Members Not Present: Steven F. Macek, Clerk

The meeting was called to order at: 3:30 p.m.

Approval of Minutes: Minutes of August 4 & 11, 2011 tabled until next meeting.

Meeting Motions / Actions and Summary of Discussions:

- Correspondence: Notice of S. Macek's completion of classification training program.
- Old Business:
- New Business:
 1. Signed Payroll.
 2. Interviewed candidate for Assessing Clerk vacancy.
 3. Motion by R. Bouchard, 2nd by B. Martin to extend offer to Suzanne Candelet for the 18hr position of Assessing Clerk.

List of Documents and Other Exhibits used at Meeting:

1. Job application for Assessing Clerk vacancy.

Next Meeting: September 29, 2011 @ 3:30 p.m.

Meeting adjourned at: 4:30 p.m.

Respectfully submitted – Board of Assessors

