



# MINUTES

## TOWN OF NORTON



Board/ Committee: Board of Assessors

Meeting Date: July 21, 2016 Time: 5:45 pm

Meeting Location: Norton Town Hall, 70 E. Main St. 2 Floor, Norton, MA 02766

Members & Staff Present: J. Lavigne, Chairman, C. McCarron, Clerk, S. Smith, Member & L. Cathcart, Director of Assessing

Members Not Present: \_\_\_\_\_

The meeting was called to order at 5:50 pm and adjourned at 6:35 pm

Tabled minutes from the July 14, 2016 meeting.

### Meeting Motions / Actions and Summary of Discussions:

1. Signed payroll & vendor warrants.
2. Motion by C. McCarron, 2<sup>nd</sup> by J. Lavigne to seek approval for authorization to issue optional preliminary tax bills. All in favor. Motion carried.
3. Motion by C. McCarron, 2<sup>nd</sup> by J. Lavigne to use Atty. Ellen Hutchinson for ATB case continued to the fall.
4. Discussed office plan for the next month.
5. Discussed resumes & interviews for the Director of Assessing position.

### List of Documents and Other Exhibits used at Meeting:

- Payroll & vendor bills.
- Resumes & cover letters for the Director of Assessing position.

Minutes respectfully submitted by: Suzanne J. Candelet, Assessing Secretary

Minutes Approved by Committee on: September 1, 2016

Chairman Signature: