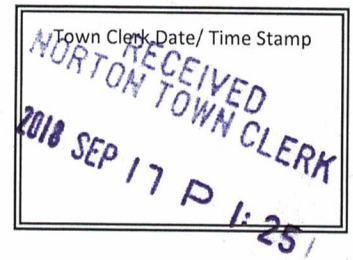




# MINUTES

## TOWN OF NORTON



Board/ Committee: Board of Assessors

Meeting Date: August 7, 2018 Time: 4:30 p.m.

Meeting Location: Norton Town Hall, 70 East Main St, 2<sup>nd</sup> floor

Members & Staff Present: James Riley, Chairman; Carolann McCarron, Clerk; Cheryll-Ann Senior, Member; and Denise Ellis, Director of Assessing

Members Not Present:

The meeting was called to order at 4:45 p.m. and adjourned at 5:06 p.m.

Minutes from the July 10, 2018 meeting were reviewed. Carolann motioned to approve Minutes as written, and Cheryll-Ann seconded the motion. All in favor.

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

Old Business: None

### New Business:

1. Reviewed/approved vendor bills (Verizon-Assessor's cell phone, MMAO Annual Dues, Commonwealth of MA- Registration Fee Assessor's Tax class on 9/27/18). Carolann motioned to approve bills and Cheryll-Ann seconded. All in favor.
2. Reviewed/signed Monthly Lists-July 2018.
3. Payroll Warrant signed by Jim.
4. Reviewed/signed two Warrants & Commitments for Title-5 Sewer and WINN Betterments.

### Other Business:

Assessor's Secretary will be appointed to the position of Assessor's Technician, (full-time position) on August 21, 2018. Assessor's Secretary (part-time position) has been posted. Assessor to review incoming resumes and start interview process.

Next BOA Meeting is set for Tuesday, September 11, 2018 at 4:45 p.m.

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

- July 10, 2018 Meeting Minutes
- Vendor Bills
- Monthly Lists-July, 2018
- Payroll Warrant
- Two Warrants & Commitments for Sewer Betterments (Title-5 and WINN)

Minutes respectfully  
submitted by:

Chairman Signature

**James M. Riley**

