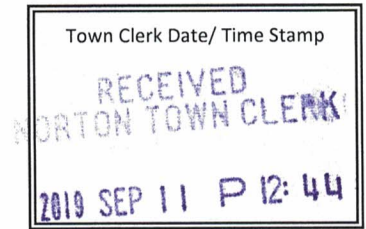




# MINUTES

## TOWN OF NORTON



Board/ Committee: Board of Assessors

Meeting Date: August 6, 2019 Time: 4:45 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 4:55 p.m. and adjourned at 5:31 p.m.

Minutes from the July 9th, 2019 meeting were reviewed and accepted. The next meeting dates are scheduled for September 10<sup>th</sup> & September 24<sup>th</sup> @ 4:45 p.m. 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: Follow up discussion on Appellate Tax Board cases

### New Business

1. Payroll Warrant – (Signed by Jim)
2. Vendor Bills – (Amazon-new monitors; Verizon-Assessor's monthly cell phone; MX Consulting Services-3 computer hard drives & Microsoft Office 2019 license; MAAO-FY 2020 membership dues for assessor's office staff & board members & Assessor's recertification)-reviewed & signed by all
3. Monthly Lists-July 2019-reviewed & signed by all
4. Update on Senior Work Off-request for approval up to \$750.00 per work off
5. Update on State Certification-meeting with state 8/28 & 8/29. Next steps to be discussed/reviewed

Other Business: Topics not reasonably anticipated 48 hours in advance.

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

- July 9, 2019 Meeting Minutes
- Payroll Warrant

- **Vendor Bills**
- **Monthly Lists-July 2019**

Minutes respectfully  
submitted by:

**James M. Riley**

---

Chairman Signature

A handwritten signature in blue ink, reading "James M. Riley", is written over a horizontal line.

---