***MINUTES OF MEETING--------------------------------------------------SEPTEMBER 19, 2018***

*Meeting called to order at 5:00 P.M. in the Assessor’s Office at the Mendon Town Hall. Assessor Kevin Rudden, Assessor Susan Edmonds, Chairman Kenneth O’Brien and Principal Assessor Jean Berthold were present.*

*The Board reviews the minutes. Motion made by Kevin and seconded by Susan to approve the minutes of September 11, 2018. Motion passes.*

*Principal Assessor Jean Berthold requests that the Board sign a memorandum stating that they have given her authority to approve and issue Motor Vehicle Excise Tax Abatements. This will be forwarded to the Town Accountant for their files.*

*The Board discusses the position of part-time Data Collector. Kevin suggests that the Board appoint an experienced data collector who can accompany and train Todd Boisvert for the position. This appointment will be for one year or less until the Board feels Todd can accomplish the duties on his own. Todd can remain training under the Veteran’s Work Off Abatement Program. The Board will discuss this further with Todd. Kevin will compose a letter to forward to the Board of Selectmen advising them of the Assessor’s decision to move forward with an appointment. Chairman Ken O’Brien will continue to do the data collection through the remainder of the year.*

*Motion made by Susan and seconded by Kevin to adjourn the meeting at 6:00 PM. Unanimous vote.*

*Respectfully submitted,*

*Kevin Rudden, Clerk*

*MINUTES APPROVED: 10/30/2018*