

Pursuant to MGL 30A, S 18-25 all meeting notices must be filed and time stamped in the Town Clerk's office and posted at least 48 hrs prior to a scheduled meeting (excluding Sat, Sun, & holidays)



TOWN CLERK'S STAMP

**MEETING NOTICE  
NAHANT BOARD OF ASSESSORS**

**MEETING TO BE HELD ON: THURSDAY- NOVEMBER 2, 2017: OPENING AT: 8:00PM**

**LOCATION: NAHANT ASSESSOR'S OFFICE-TOWN HALL: 334 NAHANT RD**

**SIGNATURE OR AUTHORIZED PERSON & DATE: SHEILA K HAMBLETON, ASST ASSESSOR, 10/31/17**

**AGENDA ITEMS**

A. **Roll Call by Chairman:** MSR\_\_\_\_\_ DPH\_\_\_\_\_ RMO\_\_\_\_\_ SKH\_\_\_\_\_

Guest(s)attendance: \_\_\_\_\_

B. **Regular Business:** Including Department Of Revenue (DOR)

**Administrative Responsibilities/ Assistant Assessor's reports:** Meeting Notice; Approve prior Meeting Minutes; Emails & Correspondence; Asst Assessor absentee reports; Sheila's MAAO certification status; Tax Billing update; IT committee; MAAO, IAAO, ECAA etc announcements;

**Financial Items:** Vouchers; commitments; abatement reports; certified abutters lists; FY18 budget status; FY19 Budget preparation; real estate exemption approvals; real estate abatement status and inspections;

C. **Any Unfinished Business:**

Open Meeting law: Reminder

- We are all due to take online lesson at our own convenience

D. **New Business:**

*Any unforeseen/unexpected business that comes after the posting of this meeting notice MAY, or MAY NOT, be included as an item to discuss at this B.O.A. meeting  
The decision to include any new business after posting rests with Asst. Assr. and/or B.O.A.*

E. **Next BOA Meeting:** to be determined at meeting: possibly November 16th & 30th

F. **Adjournment:** on completion of business.

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**IT Committee (newly formed) New hire- Diane Savage to do IT work**

- Patriot Properties was researching Sheila's request to add an exemption program to the Real Estate AssessPro program. It is on-hold now because of the following:
- This project is being delayed because Enzo, chairman of BOS asked Sheila to serve on the newly created Town's IT Committee.
- The members are Treas/Coll, Town Act, Asst Assessor, K Carangelo & B Ward of the Finance & Advisory Committee  
Committee has not met yet.