

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 17, 2016: OPENING AT: 7:30PM**

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

**SIGNATURE OR AUTHORIZED PERSON & DATE: SHEILA HAMBLETON, ASST ASSESSOR, 11/15/16**

**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 Meeting Minutes Dated 11/3/2016,; Emails & Correspondence; vacation plans; Asst Assessor job description; MAAO excel workshop-Nov 10<sup>th</sup> trip report; ECAA Winter Installation & Meeting upcoming; Assessor Clerk job description & position update; Personnel Evaluation process; CPA worksheet; Status of Full, List, & Measure project; FY17 Boat Excise Status; Certify abutters lists; Building permit and Assessors "link" status; Award announced: Nahant Assessors to receive GIS tax mapping enhancements from MassGIS; FY17 RE abatement Hearings

**Financial Items:** Vouchers; Monthly Abatement Reports; Commitment Reports; Approve Exemption Applications (FY17 round 2); Discuss CPA Grant for AC/heat and basement window guards, Capital budget items; Discuss FY2017 Certification contract

C. **Any Unfinished Business:** Verizon ATB case: on-going

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 12/1/16

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