

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, DECEMBER 1, 2016: OPENING AT: 7:30PM**

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

SIGNATURE OR AUTHORIZED PERSON & DATE: SHEILA HAMBLETON, ASST ASSESSOR, 11/28/16

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 11/17/2016,; Emails & Correspondence; vacation plans; Asst Assessor job description; Clerk job description & position update; Assistant Assessor Personnel Evaluation process; ECAA Winter Installation & Meeting upcoming; Status of Full, List, & Measure project; FY17 Boat Excise Status; Certify abutters lists; Building permit and Assessors "link" status; FY17 RE abatement Hearings; Inspection schedule; Upcoming preparation for FY2018 Certification

Financial Items: Vouchers; Monthly Abatement Reports; Commitment Reports; Approve Exemption Applications (FY17 round 3); Discuss CPA Grant for AC/heat and basement window guards, Capital budget items; Discuss FY2017 Certification contract; Approve FY2108 Assessors Operational budget

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 12/8 or 12/22/16

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