

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, MARCH 12, 2015: OPENING AT: 7:30PM**

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

**SIGNATURE OR AUTHORIZED PERSON & DATE: \_\_\_\_\_**

**AGENDA ITEMS**

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

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

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

**Administrative Responsibilities/ Assistant Assessor's reports:** Meeting Notice; Approve Meeting Minutes Dated February 26th: Employee Attendance and Performance; New Town Halls- new employee hours, hours office open to the public & implications; Review Employee Handbook vs BOA policies; Interdepartmental & General Correspondence; Emails; Asst Assr attended ECAA meeting 3/11/15; Conflict of Interest Law for Municipal Employees update;

**Financial Items:** BOA vote to approve Vouchers; Commitment reports; 6th Batch of FY15 Real Estate Exemptions for approval; Review results of recent inspections and deliberate on revised assessments for FY2015 abatement applications; FY16 Budget, FY15 Budget 3<sup>rd</sup> QTR report, Revised & omitted assessments status

C. **Any Unfinished Business:** ON GOING- IT Action plan & status; ESRI problems, Asst Assr computer is deadly slow;

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 the B.O.A. meeting. The decision to include any new business after posting rests with Asst. Assr. and/or any member of the B.O.A.*

E. **Next BOA Meeting:** to be determined at meeting

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