

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 12, 2015**: OPENING AT: **8:00PM**

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)-IGR'S & Bulletins

- **Administrative Responsibilities/ Assistant Assessor's reports:** Meeting Notice; Approve Meeting Minutes Dated Oct 8th; Interdepartmental & General Correspondence; Emails; Summarize Dept Head meeting; Update on Asst Assr vacation plans; Changes coming to Assessors office; Permitting software RFP awarded; New Clerk appointment for Building & Assessing Dept's; Assistant Assessor's role, duties and responsibilities with new clerk position; Summarize meeting with Inspector General's office staff; FY16 Boat Excise status; Approve MV Excise abatement application for approval; Assessors link to Website update; Certify abutters lists; Estimate CPA worksheet; Prepare for FY2016 Real estate abatement hearings and inspections; Status of FY15 ATB filing; Vote to approve RE exemptions.

Outstanding Boat Excise update: CONTINUES TO BE ON A STANDSTILL – See suggestion in the DOR Audit report.

- **Financial Items:** BOA vote to approve Vouchers; Monthly abatement reports; 1st Qtr FY16 Budget; FY 2017 Budget: criteria for contracted services-Real & Personal property, boat excise, etc.;

C. **Old & Unfinished Business:** on-going ESRI & AssessPro mapping problems,

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:** Thursday, November 19, 2015 at 7:30pm

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