

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, SEPTEMBER 22, 2016**: 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\_\_\_\_\_ 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 9/1/2016,; Emails & Correspondence; Employee Attendance; vacation plans; Asst Assessor job description; Assessor Clerk position update; Dept Head meeting summarized; Personnel Evaluation process; Asst Assessor MAAO designation status; Status of FY2017 Tax Recap; Web updates; Status of Full, List, & Measure project; Stony & Tudor Beach Title search update; FY17 Boat Excise Status; Town Auditor's status; Certify abutters lists; Nahant flu clinic

**Financial Items:** Vouchers; Monthly Abatement Reports; Commitment Reports; Discuss CPA Grant for AC/heat and basement window guards, Capital budget items; Tax title redemptions,

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 9/22/16

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