

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, JANUARY 12, 2017: OPENING AT: 7:30PM**

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

SIGNATURE OR AUTHORIZED PERSON & DATE: SHEILA HAMBLETON, ASST ASSESSOR, 1/9/17

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 12/15/2016,; Emails & Correspondence; Employee Attendance monthly report; vacation plans; Clerk job description for posting; Assistant Assessor Personnel Evaluation process; Status of Full, List, & Measure project; Article for ATM 2017- Sr work off abatement; Building permit and Assessors "link" status; Destruction of records; Upcoming preparation for FY2018 Certification; Deliberate on FY17 RE Abatements that have been inspected; Dept. Head meeting summary; Website committee

Financial Items: Vouchers; Monthly Abatement Reports; Commitment Reports; Approve Exemption Applications (FY17; Capital budget items; Discuss FY2018 Certification contract; DISCUSS FY2108 Assessors Operational budget; 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 2/2/17

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