

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 4, 2018**: OPENING AT: **8:00PM**

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

SIGNATURE OR AUTHORIZED PERSON & DATE: **SHEILA K HAMBLETON, ASST ASSESSOR, 1/2/18**

### **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 prior Meeting Minutes; Monthly Absentee report; Emails & Correspondence; MAAO, IAAO, ECAA etc announcements; Town Audit update;

Clerk position status; Community Compact IT Grant Program/CAI proposal for funding; Tax map improvements ; IAAO course 311 certification

**Financial Items:** Vouchers; Monthly abatement reports commitments/ FY2018 Boat Excise status; certified abutters lists; FY19 Budget preparation; real estate exemption approvals; RE exemption reports for December; real estate abatement status and inspections; Mailing of State form 2, 2HF, 2MT, & 3ABC's for personal property accounts- FY19

C. **Any Unfinished Business:**

Open Meeting law: Reminder

- We are all due to take online lesson at our own convenience

IT Committee (newly formed) New hire- Diane Savage to do IT work/Building Dept-paid by Data processing account

- Patriot Properties was researching Sheila's request to add an exemption program to the Real Estate AssessPro program. It has been "on-hold" but due to the delay of the committee meeting Sheila will pursue program change for RE Exemptions. Committee has not met, yet.
- The IT Committee members are: Treas/Coll, Town Act, Asst Assessor, K Carangelo & B Ward of the Finance & Advisory Committee

D. **New Business:** 2017 Audit status

*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 January 18, 2018

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