



MEETING NOTICE
NAHANT BOARD OF ASSESSORS

MEETING TO BE HELD ON: THURSDAY, OCTOBER 27, 2011: OPENING AT: 7:30 PM

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

SIGNATURE OR AUTHORIZED PERSON & DATE: Sheldie L. Hambleton 10/20/2011

AGENDA ITEMS

- I. **CHAIRMAN TO TAKE ROLL CALL:** MSR _____ DPH _____ PCB _____ SKH _____

- II. **ADMINISTRATIVE RESPONSIBILITIES:** Approve minutes 9/22/2011, Meeting Notice, Emails, Employee attendance, September–October, Monthly Absentee Report, Notice on Final Disposition of Tax Title, Correspondences, Abutters List, MAAO 2011-12-Workshop Series for credits-ECAA Educational Workshop.

- III. **FINANCIAL items:** M/V-September Abatement, FY12-Commitments: RE, CPA, Personal Property, Exempt Property, Liens, Water & Sewer, Boat Excise Commitment Update, Vouchers, FY2013 Budget submission, FY2013-Chapter 61B Application, ATB-Cases, Motor Vehicle Exemption Application, R/E Exemption Applications, Personal Property Application Appointment @8pm, Nahant's Community Preservation News: CPA ranking used in Equity Distributions Calculation.

- IV. **DEPARTMENT OF REVENUE (DOR):** Correspondence, legislative updates/mandates and/or interim details, IGR's, Bulletins, City & Town articles, Municipal Calendar October-November 2011, etc... (Summary conducted by Asst. Assr.)
 - o City & Town article-read posting in personal emails.

- V. **ASSISTANT ASSESSOR'S Report**
 - o Clerk's trip report, MAAO 9/22/2011.
 - o Article for the Harbor Review for publication in November, 2011.
 - o DOR Report: Communities with Tax Rates Approved for FY2012 by November 15th on 9/23/2011.
 - o FY2012 Assessment vs. Tax Rate Comparison Report.
 - o Continued topic to discuss options for Assessors Abatement & Commitment software programs- such as: COLLECTPRO, SOFT RITE, MUNIS, ECT. Vs. WTI/DNC
 - o Summary update of House Docket #.03272 filed 01/21/2011-An Act Relative to Marine Vessels.
 - o Continued topic concerning Real Estate Tax Bill language & Second Half Notice.
 - o Any unforeseen/ unexpected business that comes after the posting of this meeting MAY be included on the BOA Agenda.

- VI. **CALENDAR:** Next BOA Meeting: to be announce at meeting.

- VII. **ADJOURNMENT:** on completion of business.