

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, DECEMBER 5, 2019:** OPENING AT: **5:00PM**

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

SIGNATURE OR AUTHORIZED PERSON & DATE: **SHEILA K HAMBLETON, ASST ASSESSOR 12/2 /19**

### AGENDA ITEMS

A. **Roll Call by Chairman:** PB \_\_\_\_\_ MCK \_\_\_\_\_ DPH \_\_\_\_\_ SKH \_\_\_\_\_

Guest(s) attendance: \_\_\_\_\_

B. **Regular Business:** Including Department Of Revenue (DOR)

**Administrative Responsibilities/ Assistant Assessor's reports:** Meeting Notice; Approve prior Meeting Minutes; Absentee Report; Emails & Correspondence; HR Services; Announcements- DOR, MAAO, IAAO, ECAA etc.; Special Town Meeting Status- 11/23/19; abutters lists; Update on Office heat/AC system, Town Hall office changes; prepare schedule for meetings, abatement hearings and inspections

**Financial Items:** Vouchers; Picture Renewal status; Monthly Abatement reports; Commitments; IT Community Compact Grant status; Begin draft budget- FY2021: Obligations for FY2021 & FY2022; FY2019 Real Estate ATB cases; FY2020 Real & Personal Property abatement filings; Approve FY2020 real estate exemptions; general office issues

C. **Any Unfinished Business:**

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.

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

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