

**Department: Board of Assessors Day: Thu. Date: 10/19/17 Time: 2:00 PM**

**Place: Assessing Administrator's Office – Ayer Town Hall, 1 Main Street**

**Business of Meeting: AGENDA**

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approval of 9/27/17 Minutes**
- 4. Town Administrator Robert Pontbriand – Special Town Meeting Warrant Discussion**
- 5. Review of Assessing Administrative Assistant Draft Job Description**
- 6. Approval of Motor Vehicle Excise Warrant and Commitment**
- 7. Approval of September 2017 Motor Vehicle Excise Abatement Report**
- 8. Approval of September 2017 Assessing Department Monthly Report**
- 9. Old Business**
- 10. New Business**
- 11. Adjournment**

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TOWN CLERK  
TOWN OF AYER

2017 OCT 12 PM 1:08