

# **BOARD OF ASSESSORS**

## **MONTHLY REPORT**

### **March, 2018**

- ✚ February 2018 property sales and resulting ownership changes were incorporated into the Assessing Department database.
- ✚ February 2018 building permits were incorporated into the Assessing Department database.
- ✚ Assessing Department personnel created, processed and uploaded the FY2018 4th Quarter Real Estate & Personal Property Bank Files.
- ✚ The Board of Assessors took action on three Real Estate abatement applications.
- ✚ The Board of Assessors submitted the annual departmental report for 2017.
- ✚ The Board of Assessors signed warrants for Motor Vehicle Excise Commitment 1 of 2018 and Commitment 7 of 2017.
- ✚ The Board of Assessors approved 69 Motor Vehicle Excise abatements totaling \$7,504.14.
- ✚ March 30<sup>th</sup> marked the three year employment anniversary of Assessing Department Assistant Jacquelyn Ann Guthrie.
- ✚ The Assessing Department Assistant's office was relocated to the meeting room located adjacent to the Assessing Administrator's office.
- ✚ Assessing Department staff prepared 7 lists of abutters.