

# **BOARD OF ASSESSORS**

## **MONTHLY REPORT**

### **December, 2018**

- ✚ November 2018 property sales and resulting ownership changes were incorporated into the Assessing Department database.
- ✚ November 2018 building permits were incorporated into the Assessing Department database.
- ✚ The Assessing Department provided information to the Board of Selectmen at the annual Public Hearing on Tax Classification.
- ✚ The Town of Ayer's Tax Recapitulation Information was submitted to the Division of Local Services to initiate the FY2019 tax rate certification process.
- ✚ The Division of Local Services notified the Board of Assessors that Ayer's FY2019 OL-1 Overlay Report was approved.
- ✚ Assessing Department staff worked with both the Town Accountant and Tax Collector to create the town's FY2019 Real & Personal Property Tax Commitment files and approve vendor proofs of FY2019 Real & Personal Property tax bills.
- ✚ FY2019 Real and Personal Property tax bills were mailed on 12/31/18. The 3<sup>rd</sup> quarter bills are due on 2/1/2019 and the 4<sup>th</sup> quarter bills are due on 5/1/2019.
- ✚ Ayer's FY19 Tax Rates of \$13.63 for residential and \$28.80 for CIP were certified by the Department of Revenue.
- ✚ The Board of Assessors completed and submitted their FY2020 Departmental Budget Request to the Town Administrator's Office.