

**Town of Leicester
Board of Assessors
Minutes of February 19, 2019**

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TOWN CLERK'S OFFICE
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CALL TO ORDER

Meeting called to order @ 6:00 pm with Michael DellaCava, Paul Davis, Art Paquette and John Prescott present.

ACTION ITEMS

Board members approved the minutes of January 29, 2019 as written.
Motion by Michael Della Cava, 2nd by Paul Davis. Motion passed.

Board members approved one exemption application as processed by office personnel.

Board members approved six real estate abatement applications as processed by office personnel.

UPDATE

John Prescott updated Board members of office goings on and provided January department news document.

DEPARTMENT BILLS PAID

Staples: \$89.45

CORRESPONDENCE

City and Town newsletter
The Beacon
MAAO news letter

ADJOURNMENT

Citing no other business, motion to adjourn by Paul Davis at 7:15pm
second by Michael DellaCava, motion passed

Respectfully Submitted,

Paul Davis, Clerk



Town Of Leicester
OFFICE OF THE ASSESSOR
3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508)892-7001 Fax: (508)892-7070
John Prescott MAA, Principal Assessor

January 2019 News

February 13, 2019

Activities of the Assessor's office in the month of January revolve around the fiscal year 2019 3rd and 4th tax billing with increased counter and phone traffic answering questions with regard to assessments, the tax rate and abatements/exemptions. The deadline for abatement applications is February 1st and the deadline to file for an exemption is April 1st 2019. Exemptions available include qualifying Veteran, Elderly, Blind and Widow/widower.

Personal property state tax form 2 Return of personal property subject to taxation have been processed and mailed and are to be returned to the Assessors office by March 1, 2018. Forms received after that date are subject to penalty. If you have a business in Leicester and did not receive a form please contact the Assessor's office.

Other daily goings on within this office include management of the Senior work-off program, betterment data entry as well as calculating betterment pay-offs, exemption data entry and application review, auto excise management, abutters list generation, process daily incoming and outgoing mail for all offices, property sale data entry and physical property review, building permit inspections and cyclical real estate review.

Building Permit, Cyclical and Property sale reviews are generally scheduled in the afternoon allowing the Assessor to maintain regular office hours to be available to the Public. Inspections may be scheduled earlier in the day should the need arise to accommodate the needs of the taxpayer.