



# TOWN OF TEWKSBURY

TOWN HALL  
11 TOWN HALL AVENUE  
TEWKSBURY, MASSACHUSETTS 01876

## BOARD OF ASSESSORS

JOANNE P. FOLEY, MAA CHAIRMAN  
BARBARA A. FLANAGAN  
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December 7, 2020

### Assessor's Office Fiscal Year 2022 Budget Narrative

The Assessor's Office is responsible for the valuation and classification of all real estate and personal property in Tewksbury. We administer Massachusetts property tax laws equitably and are responsible for adhering to strict certification requirements of the Department of Revenue. In FY2021 there were 11,922 real estate parcels and 743 personal property accounts.

The Assessor's office processes excise tax, exemptions, abatements, abutter's lists, property ownership changes, tax commitments, tax map changes, property valuation changes, new growth, address changes and assisting customers with questions and issues. We vet and track charitable organizations, chapter land, property sales, forms of lists and income and expense forms. We assist the Board of Selectmen in setting the tax rate and work with the Finance Departments to prepare and submit all pertinent data to DOR.

The Assessing staff consists of a Chief Assessor, an Assistant Assessor, a Head Accounting Clerk, a Senior Account Clerk, one part-time Property Reviewer and a Board of Assessors which is comprised of the Chief Assessor and two part-time board members. The part-time Property Reviewer position has been vacant for most of fiscal year 2021 due to Covid-19. This position is critical to the town maintaining its real estate visitation requirements and thus should be filled when possible.

The Chief Assessor will receive a step increase in January. The Assistant Assessor and the Senior Account Clerk will each receive a step increase in July. The Head Account Clerk will receive a step increase in March. The town will implement the latest cloud based CAMA system software upgrade in January 2021 and the FY22 budget is based on the new software prices. Thus, Professional Services budget has increased due to expected increases in vendor pricing and the required valuation of utility companies. Dues/Memberships and Staff Development has slightly

increased based on anticipated increases. No town vehicles are used by the Assessing Department.

If budgets were increased beyond level service the Assessor's Office top three priorities are:

1. Obtain a service agreement for Formax folder/insert machine. This machine is used by various departments and has no maintenance contract. In the past when it has been broken we have managed to fix it ourselves. An estimated service agreement for FY22 is approximately \$1,488.
2. Allocate money to perform Personal Property Audits on large accounts which would result in ensuring companies are reporting personal property correctly and likely increase new growth.
3. Move the Assistant Assessor position from Grade 7 to Grade 8 with Assistant Treasurer/Collector.

<b>ASSESSORS</b>	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	214,611	214,610	223,864	222,377	236,534	230,564	251,568	263,862	263,862	-
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	2,742	2,742	13,542	9,867	17,335	3,953	17,747	17,747	17,747	-
5150 Car Allowance	-	-	-	-	2,400	2,400	-	-	-	-
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	-
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	-
<b>Total Salaries</b>	<b>217,353</b>	<b>217,352</b>	<b>237,406</b>	<b>232,245</b>	<b>256,269</b>	<b>236,917</b>	<b>269,315</b>	<b>281,609</b>	<b>281,609</b>	<b>-</b>
<i>Operating</i>										
5240 Repairs and Maintenance	473	-	-	-	500	-	500	500	500	-
5310 Professional Services	34,690	33,615	50,762	50,762	40,237	30,437	42,050	55,627	55,627	-
5340 Communications	1,000	480	480	480	600	560	600	600	600	-
5420 Office Supplies	4,500	4,500	5,496	5,496	5,068	4,318	4,500	5,100	5,100	-
5420 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5701 Travel	4,000	1,995	4,000	3,719	2,094	1,495	2,800	2,800	2,800	-
5703 Dues and Memberships	490	490	475	440	490	475	550	650	650	-
5790 Staff Development	3,500	3,486	3,900	3,900	4,184	2,213	4,500	4,500	4,500	-
5950 Unpaid Bills	-	-	-	-	-	-	-	-	-	-
<b>Total Operating</b>	<b>48,653</b>	<b>44,566</b>	<b>65,113</b>	<b>64,797</b>	<b>53,174</b>	<b>39,497</b>	<b>55,500</b>	<b>69,777</b>	<b>69,777</b>	<b>-</b>
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>266,006</b>	<b>261,918</b>	<b>302,519</b>	<b>297,041</b>	<b>309,443</b>	<b>276,414</b>	<b>324,815</b>	<b>351,386</b>	<b>351,386</b>	<b>-</b>

	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Chief Assessor	1	1	1	1	1	1	
Office Manager							
Head Accounting Clerk	1	1	1	1	1	1	
Senior Accounting Clerk	1	1	1	1	1	1	
Assistant Assessor	-	1	1	1	1	1	
Property Reviewer	1	0.25	0.25	0.25	0.25	0.25	
Assessor (Board)	1	1	1	1	1	1	
Assessor (Board)	1	1	1	1	1	1	
<b>Total Staffing</b>	<b>6</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>	<b>0</b>

**FISCAL YEAR 2022  
ASSESSORS DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
J. Foley	Chief Assessor	1/1/2020	11	7	100,077		1,500		101,577
J. Foley	Certification								1,000
L. DuLong	Assistant Assessor	5/1/2014	7	5	67,494		1,000		68,494
P. Demeo(.6)	Senior Account Clerk,	1/6/2020	B1	2	436				436
P. Demeo(51.6)	Senior Account Clerk,	1/6/2020	B1	3	39,641				39,641
S. Ragucci (38.4)	Head Accounting Clerk	9/26/2019	B2	5	37,643		759		38,402
S. Ragucci (13.8)	Head Accounting Clerk	9/26/2019	B2	6	14,312				14,312
Vacant	Office Manager								
<b>Subtotal</b>									<b>263,862</b>
									-
<b>Total Regular Salaries</b>					-	-	-	-	<b>263,862</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
									-
<b>Total Permanent Part-Time Salaries</b>					-				-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
B. Flanagan	Assessor	1/1/1978			1,469				1,469
S. Moore	Assessor	10/1/2002			1,469				1,469
Vacant	Property Reviewer		C23	6	14,809				14,809
				6					-
<b>Subtotal</b>									<b>17,747</b>
Extra Day (.2)									-
<b>Total Temporary Part-Time Salaries</b>					-	-	-	-	<b>17,747</b>

**Car Allowance**

Name	Position			Per/Month	# Months			Total Benefit
								-
<b>Total Car Allowance</b>				-				-

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other Salaries**

	Amount	Total
Out of Grade Pay		-
<b>Total All Other Salaries</b>	-	-

<b>Department Total</b>					-	-	-	-	<b>281,609</b>
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**FISCAL YEAR 2022  
ASSESSORS DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
J. Foley	Chief Assessor	1/1/2020	11	7	100,077		1,500		101,577
J. Foley	Certification								1,000
L. DuLong	Assistant Assessor	5/1/2014	7	5	67,494		1,000		68,494
P. Demeo(.6)	Senior Account Clerk,	1/6/2020	B1	2	436				436
P. Demeo(51.6)	Senior Account Clerk,	1/6/2020	B1	3	39,641				39,641
S. Ragucci (38.4)	Head Accounting Clerk	9/26/2019	B2	5	37,643		759		38,402
S. Ragucci (13.8)	Head Accounting Clerk	9/26/2019	B2	6	14,312				14,312
Vacant	Office Manager								
<b>Subtotal</b>									<b>263,862</b>
									-
<b>Total Regular Salaries</b>					-	-	-	-	<b>263,862</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
									-
<b>Total Permanent Part-Time Salaries</b>					-				-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
B. Flanagan	Assessor	1/1/1978			1,469				1,469
S. Moore	Assessor	10/1/2002			1,469				1,469
Vacant	Property Reviewer		C23	6	14,809				14,809
				6					-
<b>Subtotal</b>									<b>17,747</b>
Extra Day (.2)									-
<b>Total Temporary Part-Time Salaries</b>					-	-	-	-	<b>17,747</b>

**Car Allowance**

Name	Position				Per/Month	# Months			Total Benefit
									-
<b>Total Car Allowance</b>					-				-

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick-Buy Back</b>								-

**All Other Salaries**

					Amount				Total
Out of Grade Pay									-
<b>Total All Other Salaries</b>					-				-

<b>Department Total</b>					-	-	-	-	<b>281,609</b>
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**FISCAL YEAR 2021  
ASSESSORS DEPARTMENT SALARY INFORMATION**

*Regular Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
J. Foley	Chief Assessor	7/1/2020	10	8	47,053		1,500		48,553
		1/1/2021	10	9	48,228				48,228
	Certification						1,000		1,000
L. DuLong	Assistant Assessor	5/1/2014	7	4	65,848		1,000		66,848
Patricia Demeo	Senior Account Clerk,		B1	2	37,851				37,851
									-
S. Ragucci (38.6)	Head Accounting Clerk	3/26/2019	B2	4	35,756				35,756
S. Ragucci (13.6)	Head Accounting Clerk	3/26/2019	B2	5	13,332				13,332
Vacant	Office Manager								
<b>Subtotal</b>									<b>251,568</b>
									-
<i>Total Regular Salaries</i>					-	-	-	-	<b>251,568</b>

*Permanent Part-Time Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
									-
<i>Total Permanent Part-Time Salaries</i>					-				-

*Temporary Part-Time Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
B. Flanagan	Assessor	1/1/1978			1,469				1,469
S. Moore	Assessor	10/1/2002			1,469				1,469
Vacant	Property Reviewer		C23	6	14,809				14,809
									-
<b>Subtotal</b>					<b>17,747</b>	-	-	-	<b>17,747</b>
Extra Day (.2)									-
<i>Total Temporary Part-Time Salaries</i>					<b>17,747</b>	-	-	-	<b>17,747</b>

*Car Allowance*

Name	Position				Per/Month	# Months			Total Benefit
									-
									-
<i>Total Car Allowance</i>					-				-

*Sick-Buy Back*

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<i>Total Sick-Buy Back</i>								-

*All Other Salaries*

					Amount			Total
Out of Grade Pay								-
<i>Total All Other Salaries</i>					-			-

<b>Department Total</b>					<b>17,747</b>	-	-	-	<b>269,315</b>
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**FISCAL YEAR 2020  
ASSESSORS DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
J. Foley	Chief Assessor	7/1/2018	10	6	87,598				87,598
	Longevity Increase 12/28/19						1,250		1,250
						Certification	1,000		1,000
L. DuLong	Assistant Assessor	7/1/2018	7	3	62,836		1,000		63,836
Alexis Fallon (13.2)	Senior Account Clerk,	3/26/2018	B1	1	8,724				8,724
Alexis Fallon (39)	Senior Account Clerk,	9/26/2019	B1	2	27,835				27,835
Vacant (38.4)	Head Accounting Clerk		2	3	32,886				32,886
Vacant (13.8)	Head Accounting Clerk		2	4	12,502				12,502
Vacant	Office Manager								
<b>Subtotal</b>					<b>232,381</b>	-	<b>3,250</b>	-	<b>235,631</b>
Extra Day (0.2)									903
<b>Total Regular Salaries</b>					<b>232,381</b>	-	<b>3,250</b>	-	<b>236,534</b>

**Permanent Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
									-
<b>Total Permanent Part-Time Salaries</b>					-				-

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
B. Flanagan	Assessor	1/1/1978			1,437				1,437
S. Moore	Assessor	10/1/2002			1,437				1,437
W. Poirier (6.4)	Property Reviewer	8/14/2019	C23	5	1,693				1,693
W. Poirier (45.8)				6	12,713				12,713
<b>Subtotal</b>					<b>17,280</b>	-	-	-	<b>17,280</b>
Extra Day (.2)					56				56
<b>Total Temporary Part-Time Salaries</b>					<b>17,335</b>	-	-	-	<b>17,335</b>

**Car Allowance**

Name	Position	Per/Month	# Months	Total Benefit
J. Foley	Chief Assessor	200		2,400
				-
<b>Total Car Allowance</b>		200		2,400

**Sick-Buy Back**

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
							-
<b>Total Sick-Buy Back</b>							-

**All Other Salaries**

	Amount	Total
Out of Grade Pay		-
<b>Total All Other Salaries</b>	-	-

<b>Department Total</b>	<b>249,916</b>	-	<b>3,250</b>	-	<b>256,269</b>
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**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5240 Repairs and Maintenance*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	<b>FY2022 DEPT REQ</b>	<b>FY2022 TM REC</b>
473	-	-	-	500	-	500	<b>500</b>	<b>500</b>

Copier, Folder/Inserter 500 500

*Total 5240 Repairs and Maintenance:* 500 500

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5310 Professional Services*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
34,690	33,615	50,762	50,762	40,237	30,437	42,050	55,627	55,627

*Vision Software	19,127	19,127
Office Consultant	1,000	1,000
**RRC Personal Prop. Review	21,100	21,100
Map Updates	6,500	6,500
Certified Mail/Filing Fees	1,500	1,500
Annual Cloud Backup	6,400	6,400

*Total 5310 Professional Services:* 55,627 55,627

\*FY22 Vision Prices V8:

Interm	5500
Software Maintenance	9222
Web Hosting	3905
Static Database	500
Total:	19127

\*\*FY22 RRC Prices:

Interm	13600
Utility Valuation	6000
Software	1500
Total:	21100

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5340 Communications*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	<b>FY2022 DEPT REQ</b>	<b>FY2022 TM REC</b>
1,000	480	480	480	600	560	600	<b>600</b>	<b>600</b>

Assessing Mobile Hotspot (IPad) 600 600

*Total 5340 Communications:* 600 600

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5420 Office Supplies*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	<b>FY2022 DEPT REQ</b>	<b>FY2022 TM REC</b>
4,500	4,500	5,496	5,496	5,068	4,318	4,500	<b>5,100</b>	<b>5,100</b>

Copier Lease	2,000	2,000
Paper, Toner, Various Supplies	1,000	1,000
MLS	600	600
Map Printing	1,500	1,500
<i>Total 5420 Office Supplies:</i>	5,100	5,100

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5429 Computer Equipment*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	<b>FY2022 DEPT REQ</b>	<b>FY2022 TM REC</b>
-	-	-		-	-	-	-	-

*Total 5429 Computer Equipment:*

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**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5701 Travel*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	<b>FY2022 DEPT REQ</b>	<b>FY2022 TM REC</b>
4,000	1,995	4,000	3,719	2,094	1,495	2,800	<b>2,800</b>	<b>2,800</b>

Road Work and Staff Development Activities 2,800 2,800

*Total 5701 Travel:* 2,800 2,800

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5703 Dues and Memberships*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
490	490	475	440	490	475	550	<b>650</b>	<b>650</b>

MAAO	250	250
IAAO	250	250
MCAA	150	150

*Total 5703 Dues and Memberships:* 650 650

**DESCRIPTION/DETAIL**

**ASSESSORS' OPERATING**

*5790 Staff Development*

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
3,500	3,486	3,900	3,900	4,184	2,213	4,500	<b>4,500</b>	<b>4,500</b>

DOR Legal Seminar	600	600
MCAA	300	300
MAAO - Annual School	900	900
MAAO - Education Courses	1,700	1,700
IAAO - Courses/Seminars	600	600
Clerks Education	150	150
Other Meetings (GIS/MMA)	250	250

*Total 5790 Staff Development:* 4,500 4,500

