



TOWN OF TEWKSBURY

TOWN HALL
11 TOWN HALL AVENUE
TEWKSBURY, MASSACHUSETTS 01876

BOARD OF ASSESSORS

JOANNE P. FOLEY, MAA CHAIRMAN
BARBARA A. FLANAGAN
SUSAN MOORE

OFFICE (978) 640-4330
FAX (978) 851-4849
assessor@tewksbury-ma.gov

November 8, 2019

Assessor's Office Fiscal Year 2021 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 FY2020 there were 11,885 real estate parcels and 750 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 we 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 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. As of November 8, 2019 the Senior Account Clerk and the Property Reviewer position are both vacant and have experienced continual turnover but we are hopeful that both positions will be fully occupied for Fiscal Year 2021.

The Chief Assessor and Assistant Assessor receive step increases in July; the Head Account Clerk will receive a step increase in March. Professional services budget has increased due to expected increases in vendor pricing. The travel budget has slightly increased based on the part time property reviewer working a full fiscal year. Dues and Memberships and Staff Development have increased based on the increases that are expected to arise. 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. Increase funding to Staff Development to enable staff to attend more seminars and training sessions for recertification credits. We currently are unable to attend various training opportunities due to budget constraints.
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.

ASSESSORS	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	190,617	190,613	214,611	214,610	223,864	222,377	236,534	251,568	251,568	-
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	2,675	2,675	2,742	2,742	13,542	9,867	17,335	17,747	17,747	-
5150 Car Allowance	-	-	-	-	-	-	2,400	-	-	-
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	-
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	-
Total Salaries	193,292	193,288	217,353	217,352	237,406	232,245	256,269	269,315	269,315	-
<i>Operating</i>										
5240 Repairs and Maintenance	300	173	473	-	-	-	500	500	500	-
5310 Professional Services	50,598	41,011	34,690	33,615	50,762	50,762	39,420	42,050	42,050	-
5340 Communications	1,008	688	1,000	480	480	480	600	600	600	-
5420 Office Supplies	5,335	5,327	4,500	4,500	5,496	5,496	4,500	4,500	4,500	-
5420 Computer Equipment	5,420	4,500	-	-	-	-	-	-	-	-
5701 Travel	4,239	2,252	4,000	1,995	4,000	3,719	1,600	2,800	2,800	-
5703 Dues and Memberships	400	400	490	490	475	440	490	550	550	-
5790 Staff Development	6,566	6,525	3,500	3,486	3,900	3,900	4,000	4,500	4,500	-
5950 Unpaid Bills	-	-	-	-	-	-	-	-	-	-
Total Operating	73,867	60,877	48,653	44,566	65,113	64,797	51,110	55,500	55,500	-
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	267,159	254,165	266,006	261,918	302,519	297,041	307,379	324,815	324,815	-

	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 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	
Total Staffing	6	6.25	6.25	6.25	6.25	6.25	0

**FISCAL YEAR 2021
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	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
Vacant	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								
Subtotal									251,568
									-
Total Regular Salaries					-	-	-	-	251,568

Permanent Part-Time Salaries

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

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					-
Subtotal					17,747	-	-	-	17,747
Extra Day (.2)									-
Total Temporary Part-Time Salaries					17,747	-	-	-	17,747

Car Allowance

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

Sick-Buy Back

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

All Other Salaries

				Amount				Total
Out of Grade Pay								-
Total All Other Salaries				-				-

Department Total					17,747	-	-	-	269,315
-------------------------	--	--	--	--	---------------	---	---	---	----------------

**FISCAL YEAR 2021
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	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								
Subtotal									251,568
									-
Total Regular Salaries					-	-	-	-	251,568

Permanent Part-Time Salaries

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

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					-
Subtotal					17,747	-	-	-	17,747
Extra Day (.2)									-
Total Temporary Part-Time Salaries					17,747	-	-	-	17,747

Car Allowance

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

Sick-Buy Back

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

All Other Salaries

				Amount				Total
Out of Grade Pay								-
Total All Other Salaries				-				-

Department Total				17,747	-	-	-	269,315
-------------------------	--	--	--	---------------	---	---	---	----------------

**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	27,836				27,836
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								
Subtotal					232,381	-	3,250	-	235,631
Extra Day (0.2)									903
Total Regular Salaries					232,381	-	3,250	-	236,534

Permanent Part-Time Salaries

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

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
Subtotal					17,280	-	-	-	17,280
Extra Day (.2)					56				56
Total Temporary Part-Time Salaries					17,335	-	-	-	17,335

Car Allowance

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

Sick-Buy Back

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

All Other Salaries

	Amount	Total
Out of Grade Pay		-
Total All Other Salaries	-	-

Department Total		249,917	-	3,250	-	256,269
-------------------------	--	----------------	---	--------------	---	----------------

**FISCAL YEAR 2019
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	5	83,579		1,000		84,579
L. DuLong	Assistant Assessor	7/1/2018	7	2	59,946		166		60,112
S. Ragucci (38.2)	Senior Account Clerk,	3/26/2018	1	3	28,069				28,069
S. Ragucci (13.8)	Senior Account Clerk,	3/26/2018	1	4	11,545				11,545
A. Ordile (35)	Head Accounting Clerk	3/2/2018	2	3	29,314				29,314
A. Ordile (17)	Head Accounting Clerk	3/2/2018	2	4	1,521				1,521
Alexis Fallon (13.2)	Senior Account Clerk,	3/26/2018	B1	1	8,724				8,724
									-
									-
Total Regular Salaries					222,698	-	1,166	-	223,864

Permanent Part-Time Salaries

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

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
B. Flanagan	Assessor	1/1/1978			1,371				1,371
S. Moore	Assessor	10/1/2002			1,371				1,371
vacant	Property Reviewer				10,800				10,800
Total Temporary Part-Time Salaries					13,542				13,542

Car Allowance

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

Sick-Buy Back

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

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5240 Repairs and Maintenance

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
300	173	473	-	-	-	500	500	500

Copier, Folder/Inserter 500 500

Total 5240 Repairs and Maintenance: 500 500

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5310 Professional Services

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
50,598	41,011	34,690	33,615	50,762	50,762	39,420	42,050	42,050

*Vision Software	17,350	17,350
Office Consultant	1,000	1,000
RRC Personal Prop. Review	15,100	15,100
Map Updates	5,000	5,000
Certified Mail/Filing Fees	1,500	1,500
Offsite CAMA Backup	2,100	2,100

Total 5310 Professional Services: 42,050 42,050

*FY21 Vision Prices:

Interm	5000
Software Maintenance	8384
Web Hosting	3616
Static Database	350
Total:	17350

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,008	688	1,000	480	480	480	600	600	600

Assessing Mobile Hotspot (IPad) 600 600

Total 5340 Communications: 600 600

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
5,335	5,327	4,500	4,500	5,496	5,496	4,500	4,500	4,500

Copier Lease	2,000	2,000
Paper, Toner, Various Supplies	1,000	1,000
MLS	500	500
Map Printing	1,000	1,000
<i>Total 5420 Office Supplies:</i>	4,500	4,500

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5429 Computer Equipment

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
5,420	4,500	-	-	-	-	-	-	-

Total 5429 Computer Equipment:

*

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5701 Travel

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
4,239	2,252	4,000	1,995	4,000	3,719	1,600	2,800	2,800

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

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
400	400	490	490	475	440	490	550	550

MAAO	200	200
IAAO	200	200
MCAA	150	150

Total 5703 Dues and Memberships: 550 550

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5790 Staff Development

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
6,566	6,525	3,500	3,486	3,900	3,900	4,000	4,500	4,500

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

Total 5790 Staff Development: 4,500 4,500

