

ASSESSORS	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	223,864	222,377	236,534	230,564	251,591	251,591	270,048	289,386	289,386	-
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	-
5120 Temp Part-Time Salaries	13,542	9,867	17,335	3,953	17,724	2,874	17,747	18,560	18,560	-
5150 Car Allowance	-	-	2,400	2,400	-	-	-	-	-	-
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	2,054	2,054	-
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	-
Total Salaries	237,406	232,245	256,269	236,917	269,315	254,464	287,795	310,000	310,000	-
<i>Operating</i>										
5240 Repairs and Maintenance	-	-	500	-	500	-	500	2,100	2,100	-
5310 Professional Services	50,762	50,762	40,237	30,437	42,050	42,015	55,627	59,730	59,730	-
5340 Communications	480	480	600	560	680	574	600	600	600	-
5420 Office Supplies	5,496	5,496	5,068	4,318	4,570	4,511	5,100	5,300	5,300	-
5420 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5701 Travel	4,000	3,719	2,094	1,495	2,874	1,430	2,800	2,800	2,800	-
5703 Dues and Memberships	475	440	490	475	550	520	650	650	650	-
5790 Staff Development	3,900	3,900	4,184	2,213	4,500	1,235	4,500	4,700	4,700	-
5950 Unpaid Bills	-	-	-	-	-	-	-	-	-	-
Total Operating	65,113	64,797	53,174	39,497	55,724	50,286	69,777	75,880	75,880	-
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	302,519	297,041	309,443	276,414	325,039	304,750	357,572	385,880	385,880	-

Position	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 BUDGETED FTE	FY2022 BUDGETED FTE	FY2023 DEPT REQ FTE	FY2023 TM REC FTE	FY2023 FIN COM REC 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	1	
Property Reviewer	0.25	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	6.25	6.25	6.25	6.25	6.25	6.25	0

**FISCAL YEAR 2023
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	4/6/2002	11	8	107,236		1,700	3,590	112,526
J. Foley	Certification				1,000				1,000
L. DuLong	Assistant Assessor	5/1/2014	7	6	72,335		1,000		73,335
P. Demeo(.6)	Senior Account Clerk,	1/6/2020	B1	3	482				482
P. Demeo(51.6)	Senior Account Clerk,	1/6/2020	B1	4	43,845				43,845
S. Ragucci (38.4)	Head Accounting Clerk	9/26/2019	B2	6	41,638		1,000		42,638
S. Ragucci (13.8)	Head Accounting Clerk	9/26/2019	B2	7	15,562				15,562
Vacant	Office Manager								
Subtotal									289,386
									-
Total Regular Salaries					-	-	-	-	289,386

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			1,536				1,536
S. Moore	Assessor	10/1/2002			1,536				1,536
Vacant	Property Reviewer		C23	6	15,488				15,488
				6					-
Subtotal									18,560
Extra Day (.2)									-
Total Temporary Part-Time Salaries					-	-	-	-	18,560

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
Joanne Foley	Chief Assessor			5	107,236	2,054	411	2,054
Total Sick-Buy Back								2,054

All Other Salaries

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

Department Total					-	-	-	-	310,000
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**FISCAL YEAR 2023
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	4/6/2002	11	8	107,236		1,700	3,590	112,526
J. Foley	Certification				1,000				1,000
L. DuLong	Assistant Assessor	5/1/2014	7	6	72,335		1,000		73,335
P. Demeo(.6)	Senior Account Clerk,	1/6/2020	B1	3	482				482
P. Demeo(51.6)	Senior Account Clerk,	1/6/2020	B1	4	43,845				43,845
S. Ragucci (38.4)	Head Accounting Clerk	9/26/2019	B2	6	41,638		1,000		42,638
S. Ragucci (13.8)	Head Accounting Clerk	9/26/2019	B2	7	15,562				15,562
Vacant	Office Manager								
Subtotal									289,386
									-
Total Regular Salaries					-	-	-	-	289,386

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			1,536				1,536
S. Moore	Assessor	10/1/2002			1,536				1,536
Vacant	Property Reviewer		C23	6	15,488				15,488
				6					-
Subtotal									18,560
Extra Day (.2)									-
Total Temporary Part-Time Salaries					-	-	-	-	18,560

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
Joanne Foley	Chief Assessor			5	107,236	2,054	411	2,054
Total Sick-Buy Back								2,054

All Other Salaries

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

Department Total				-	-	-	-	310,000
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**FISCAL YEAR 2022
ASSESSORS DEPARTMENT SALARY INFORMATION**

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	102,574		1,600		104,174
J. Foley	Certification								1,000
L. DuLong	Assistant Assessor	5/1/2014	7	5	69,013		1,000		70,013
P. Demeo(.6)	Senior Account Clerk,	1/6/2020	B1	2	446				446
P. Demeo(51.6)	Senior Account Clerk,	1/6/2020	B1	3	40,533				40,533
S. Ragucci (38.4)	Head Accounting Clerk	9/26/2019	B2	5	38,490		759		39,249
S. Ragucci (13.8)	Head Accounting Clerk	9/26/2019	B2	6	14,634				14,634
Vacant	Office Manager								
Subtotal									270,048
									-
Total Regular Salaries					-	-	-	-	270,048

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
Extra Day (.2)									-
Total Temporary Part-Time Salaries					-	-	-	-	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					-	-	-	-	287,795
Department Total					-	-	-	-	-

**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	35,779				35,779
S. Ragucci (13.6)	Head Accounting Clerk	3/26/2019	B2	5	13,332				13,332
Vacant	Office Manager								
Subtotal									251,591
									-
<i>Total Regular Salaries</i>					-	-	-	-	251,591

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	14,786				14,786
									-
Subtotal					17,724	-	-	-	17,724
Extra Day (.2)									-
<i>Total Temporary Part-Time Salaries</i>					17,724	-	-	-	17,724

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>					-			-

Department Total					17,724	-	-	-	269,315
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DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5240 Repairs and Maintenance

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-	-	500	-	500	-	500	2,100	2,100

Copier, Folder/Inserter & Svc Agree 2,100 2,100

Total 5240 Repairs and Maintenance: 2,100 2,100

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5310 Professional Services

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
50,762	50,762	40,237	30,437	42,050	42,015	55,627	59,730	59,730

*Vision Software	27,980	27,980
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
PP Audits	1,650	1,650

Total 5310 Professional Services: 59,730 59,730

*FY22 Vision Prices V8:

Interim	6,000
Software Maintenance	10,144
Web Hosting	4,296
Static Database	500
Cloud Hosting	7,040
Total:	27,980

**FY22 RRC Prices:

Interm	13,600
Utility Valuation	6,000
Software	1,500
Total:	21,100

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5340 Communications

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
480	480	600	560	680	574	600	600	600

Assessing Mobile Hotspot (IPad) 600 600

Total 5340 Communications: 600 600

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5420 Office Supplies

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
5,496	5,496	5,068	4,318	4,570	4,511	5,100	5,300	5,300

Copier Lease	2,200	2,200
Paper, Toner, Various Supplies	1,000	1,000
MLS	600	600
Map Printing	1,500	1,500
<i>Total 5420 Office Supplies:</i>	5,300	5,300

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5429 Computer Equipment

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-		-	-	-	-	-	-	-

Total 5429 Computer Equipment:

*

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5701 Travel

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
4,000	3,719	2,094	1,495	2,874	1,430	2,800	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
475	440	490	475	550	520	650	650	650

MAAO	250	250
IAAO	250	250
MCAA	150	150

Total 5703 Dues and Memberships: 650 650

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5790 Staff Development

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
3,900	3,900	4,184	2,213	4,500	1,235	4,500	4,700	4,700

USPAP -Reqd course for Cert	800	800
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: 4,700 4,700

DESCRIPTION/DETAIL

ASSESSORS' OPERATING

5833 Capital Outlay

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-		-	-	-		-	-	-

Total 5833 Capital Outlay: - -



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 17, 2021

Assessor's Office Fiscal Year 2023 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 FY2022 there were 11,966 real estate parcels and 779 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 all of fiscal year 2022. This position is critical to the town maintaining its real estate visitation requirements and thus should be filled when possible.

The Chief Assessor and Assistant Assessor will receive step increases in July. The Head Account Clerk will receive a step increase in September and the Senior Account Clerk will receive a step increase in January. Repairs and Maintenance increased to cover annual service on insert machine. Cloud backup services were removed from Professional Services due to CAMA upgrade but software and support prices increased Professional Services along with PP audits. Office Supplies increased due to new copy machine lease and Staff Development increased for required USPAP course for certification of Chief Assessor and

Assistant Assessor. All other budget sections remained the same. No town vehicles are used by the Assessing Department.

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

1. Move the Assistant Assessor position from Grade 7 to Grade 8 with Assistant Treasurer/Collector where it is equitable. This correction should be made. We employ a well versed Assistant Assessor with years of experience. In a time where qualified Assessors and Assistant Assessors are in high demand, the town should see to it that staff is paid accordingly in hopes of retaining good personal.
2. Create an automatic feed from the building department permit software to the real estate CAMA software that will upload necessary building permits. This will eliminate the manual entry process, reduce error and ease the inspection cycle.

 **VISION**
GOVERNMENT SOLUTIONS

November 17, 2021

Joanne Foley
Assessor's Office
Town Hall
11 Town Hall Ave
Tewksbury, MA 01876

Dear Joanne:

Vision Government Solutions is pleased to propose services to the Town of Tewksbury for the Cyclical Inspection Program of 3,000 improved Residential Taxable Real Properties. We will provide all services in conformance with Department of Revenue requirements. Services will include:

- Measure and List services of 3,000 Residential Taxable properties.
- Mailing of Callback letters for properties not interior inspected after one attempt.
- Scheduling of Callback appointments.
- Physical Callback on responses to Callback letters.
- A new image for each parcel.

Total Cost **\$86,000** *Eighty-Six Thousand Dollars*

It is understood that the Assessor's office will be responsible for all associated data entry services. If there are any further questions or more information is necessary, please don't hesitate to call me at any time at ext. 3644.

Sincerely,



Patrick J. Donovan
Director of Appraisal Sales