

ORG FUNCTION: FINANCE
Department Number 141

Cheryl Smith
Assistant Assessor

Salaries:	\$226,833	5.1%
Expenses:	\$44,400	3.9%
Total Budget FY24:	\$271,233	4.9%

Mission & Services Overview

MISSION: To value all real and personal property fairly and equitably in accordance with the laws of the Commonwealth of Massachusetts along with billing and administering motor vehicle excise, personal exemptions, elderly and veterans’ volunteer work programs, Appellate Tax Board cases and the abatement program. The department’s ultimate objective is to address the concerns of the citizens of the Town as efficiently, effectively and as courteously as possible.

SERVICES: Each year the Assessors must assign a full and fair cash value to all properties located within the Town. Every fifth year, starting in FY2022, the Board of Assessors is charged with the duty of conducting a Full Revaluation pursuant to Massachusetts General Law as required and directed by the Massachusetts Department of Revenue (DOR). Annually, each property sale that takes place in Town is researched and evaluated for its “arms-length” characteristic. These arm-length sales are used in the valuation of property and are then reviewed and approved by the DOR. The Full (fifth year) Revaluation is more detailed than the annual interim assessment adjustments and involves DOR advisory staff examining, testing and approving our assessment valuation modeling system and assessed values including the delineation of neighborhood lines and land adjustments. In addition, a field advisor from the DOR’s Bureau of Local Assessment samples a quarter of the Town’s properties for accuracy pursuant to the classification, the condition and the details of the properties noted by the Assessors.

FY23 Accomplishments

- Full Measure and List of all Real Property is under way and pending completion by July 1, 2023
- Continued work on Assessors' SOP and updated the data collection manual
- New cyclical inspection program ready to be implemented in Fiscal 2024
- Implemented postcard mailing for Forms of List-this should result in BIG time savings in addition to savings on supplies
- Motor Vehicle abatement form now available on the Town Website for submission
- Sales Questionnaire now available on the Town Website for submission
- Abutters lists now thru ViewPoint

FY24 Goals and Objectives

- Continue with cross training and furthering education
- Complete office manual and data collection manual
- Continue to add web-based forms for taxpayers
- Continue to get more functionality from GIS mapping that is available
- Update inspection scheduling and notification of inspections

Organizational Chart & Personnel Accounting

Authorized: 4

On-Hand: 4

Vacant: 0

