

## **Assessors Office**

### **MISSION STATEMENT:**

The mission of the Assessor's Office is to accurately and equitably value all real estate and personal property, as outlined in Massachusetts General Law Chapter 59., in the Town of Winthrop as efficiently and cost effectively as possible, while maintaining good customer service and a quality work product. To keep informed of and follow through regarding State statute changes affecting the assessment process. Learn and implement new techniques and grow with technology.

### **DESCRIPTION OF SERVICES:**

The Deputy Assessor is appointed by the Town Manager to oversee the daily operations of the Assessors Office. The Council appoints the Board of Assessors (3 members). Massachusetts Law requires the Assessors to list and value all real and personal property, 5600+ accounts. The valuations are subject to ad valorem taxation on the assessment roll each year. Assessed values in Massachusetts are based on "*full and fair cash value*", or *100 percent of fair market value*.

Assessors are required to submit these values to the State Department of Revenue for certification *every three years*. In the years *between* certification, Assessors *must also maintain the values*. The Assessors review sales and the market *every year* and thereby *reassess values each year as of FY 2005 mandated*. This is done so that the property taxpayer pays his or her fair share of the cost of local government, in proportion to the amount of money the property is worth, on a yearly basis rather than every three years.

Building permits and lot splits are viewed and updated yearly for growth by the Deputy Assessor. Real Estate and Personal Property Abatements are analyzed by the Deputy and reviewed and acted upon by the Board of Assessors. Real Estate Exemptions are also analyzed by the Principal Clerk, the Deputy, and reviewed and acted upon by the Board of Assessors.

Data collection, valuation and defense of values have been done in-house since calendar year 2002. Intermitantly monies have been provided for outside consultants to help data collect personal property and cyclical real estate data collection working towards revaluation requirements.

The Assessors are required to annually assess taxes in an amount sufficient to cover the State and Local appropriations chargeable to the City/Town. These taxes assessed will include State and County assessments which have been duly certified to the Board and local appropriations voted by the City Council or Town Meeting.

Yearly Assessors are updated with all changes in municipal laws and must attend seminars and courses to keep their designations current. The Assessment systems within the Assessors Office are constantly being updated and various training seminars and workshops must be attended yearly to keep up with the system changes.

In addition, the Department administers the Motor Vehicle and Boat Excise taxes. Assessors must yearly verify a list of boats habitually moored or docked within its borders. Listings from the Massachusetts Environmental Police, individual Yacht Clubs and Marinas and the Harbor Master are verified and compiled and committed to the Collector numbering 900+ excise bills. The Motor Vehicle list comes directly from the Registry of Motor Vehicles with 11,000+ accounts yearly. Both

Motor Vehicle and Boat excise tax bills are committed to the Collector and any abatement must be processed through the Assessors Office.

Staff in the Assessors Office also provides certified abutters lists as well as information, research, materials, and related assistance to all boards, committees, commissions, and the public.

**BUDGET ISSUES:**

- FY2009 is the Town of Winthrop's full revaluation year. Budgeting and planning to meet guidelines set forth by the Department of Revenue must be met.
- A need for appropriations to afford outside staffing support to keep on track for the mandated revaluation.
- Updating of computer systems and hardware.
- Sustaining an effort that encourages continuous improvement and increases in productivity at all levels of the organization.

**STAFFING:**

1 Deputy Assessor, 1 Senior Clerk, 1 Principal Clerk and 1 Board of Assessors  
(3 Appointed Assessors)

<b>Element Totals</b>	<b>FY2006 Expended</b>	<b>FY2007 Appropriated</b>	<b>FY2008 Dept Request</b>	<b>FY2008 Recommend</b>
Compensation	145,193	151,319	156,679	156,679
Expenses	24,101	24,082	25,290	24,082
Total	169,294	175,401	181,969	180,761

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# Board of Assessors

