



TOWN OF TYNGSBOROUGH
Senior Tax Work-off Abatement Program

2024

Confidential Application for Participation

Name: _____ Date of Birth: _____

Address: _____ Phone #: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone #: _____

Applicant Questionnaire:

Have you owned and occupied property in Tyngsborough for at least 5 years? _____ Yes _____ No

Do you receive or qualify for any other Property Tax Exemptions? _____ Yes _____ No

Have you participated in this program before? _____ Yes _____ No

Household Gross Income: (Copies of income verification must accompany the application.)

If you file Federal Income Taxes, please provide a copy of your most recent return. If no return was filed, please provide copies of your social security statement(s), and/or any other documentation to verify income.

*Priority will be given to applicants that demonstrate a financial hardship **and** whose qualifications and skills best match the requirements of the positions available.*

Placement Information:

Please describe your past experiences, computer skills, other types of skills, interests and or hobbies that may assist in your placement: _____

Is there a department you prefer to work in? _____ Why? _____

When are you available? _____ Mornings _____ Afternoons Hours per day? _____

Please acknowledge and sign below:

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge. I understand that providing false or inaccurate information may result in the rejection of this application. As a participant of this program, I understand that I may earn up to \$1,000 to be applied to my Town of Tyngsborough property tax bill. I further understand that I have Federal Tax obligations and this reduction in property taxes may affect my eligibility for the State Circuit Breaker Tax Credit.

Signature: _____ Date: _____



TOWN OF TYNGSBOROUGH
 Office of the Board of Selectmen
 Town Offices
 25 Bryants Lane
 Tyngsborough, MA 01879
 Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

Fiscal Year 2024 Senior Tax Work Off Program – Jobs Available

Department	Position	Reports to	Description
Council on Aging	Greeter	Council on Aging Director	Responsible for greeting visitors to the Senior Center. This is a shared position with other volunteers to coordinate 30 hours a week of coverage at the greeter desk.
Council on Aging	Clerical Support Staff	Council on Aging Director	Performs a variety of routine and moderately difficult clerical, record keeping work and general tasks to support the operations of the Council on Aging.
Council on Aging	Kitchen Staff	Council on Aging Director	Helps with the kitchen operations at the Council on Aging.
Council on Aging	Gardening/Grounds	Council on Aging Director	Assists with the planting and maintenance of the community garden at the Senior Center as well as other light landscaping projects. Other projects as arranged between participant and supervisor.
Conservation & Engineering	Clerical Support Staff	Conservation Director & Town Engineer	The primary task of the Senior Work Off position will be to (1) finish scanning Wetland Protection Act files and (2) scan all existing as-built plans related to stormwater and roads., which is a crucial component related to Tyngsborough's Stormwater Asset Management.
Inspectional Services	Clerical Support Staff	Varies	Performs a variety of routine and moderately difficult clerical, record keeping, and customer service work to support the Inspectional Services Division.
Board of Health	Clerical Support Staff	Health Agent	Performs a variety of routine and moderately difficult clerical, record keeping, and customer service work to support the Conservation Commission.
Board of Assessors	Data Entry Support Staff	Chief Assessor	Create property record cards and relevant files for all new condos and new parcels, complete the appropriate filing for



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			above mentioned projects, enter property photos into computer database, and prepare updated neighborhood maps.
Human Resources	Clerical Support Staff	Human Resources Coordinator	Confidential Position- Applicant must sign confidentiality agreement This position will work in a confidential capacity with the Human Resources Coordinator to organize and sort files, create new files as needed, and help to establish a clear and effective organization method for personnel files. Moderate physical activity to retrieve, carry, and re-locate file boxes will be required. Moderate computer use required.
Tyngsborough Public Library	Library Aide (multiple positions)	Library Director	This position includes shelving library materials, shelf-reading of shelves to make sure that items are in order, straightening up the library stacks, processing library materials, and assisting with other clerical tasks to help with library services.
Recreation Department	Recreation Support Staff	Recreation Director	Assist the Recreation Director with Festival of Trees. Duties include helping prepare and execute festival.
Administration	Digital File Support	Town Administration	This position will work with the Town Administrator and/or their designee to inventory files currently in storage and work to digitize as many files as possible. Position requires familiarity with scanning technology and computers.

The Job Descriptions above are general ideas of what the position will entail. The supervisor and employee will coordinate a final job description upon the candidate's appointment. This is subject to change as the needs of the department might change over the course of the program. Specific questions about each department can be directed to the supervisor by calling the main line at Town Hall 978-649-2300 x100 and asking for the appropriate person.

The Town of Tyngsborough is an Equal Opportunity Employer.

All qualified job seekers are encouraged to apply. Tyngsborough is committed to America's veterans by providing opportunities for them to continue contributing after service to our nation. We also work to provide reasonable accommodations to individuals with disabilities.

FY 2024 Senior Tax Work Off Program Schedule

October 3, 2022	Applications Available in the Office of the Board of Selectmen, the Board of Assessors Office, the Council on Aging, and the Library
November 3, 2022	Applications due to the Board of Selectmen no later than 4:00 PM
November 14- November 17, 2022	Interviews Conducted for New Applicants
December 12, 2022	Participants Appointed by Board of Selectmen
January 3, 2023	Program Begins
October 31, 2023	Last possible day of work for participants
November 9, 2023	Deadline for Department Heads to submit all paperwork to the Town Administrator
November 16, 2023	Town Administrator forwards all paperwork to the Assessor's Office
November 20, 2023	Board of Assessors approves paperwork and notifies Town Treasurer
Friday, December 15 2023	Assessor applies abatement to tax bills of participating senior citizens
December 2023/January 2024	Participants will receive written notification of completion of program, including attachment D



TOWN OF TYNGSBOROUGH

Board of Selectmen

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Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

Senior Citizen Property Tax Work-Off Abatement Program

(M.G.L. Chapter 59, Section SK)

Accepted:

Annual Town Meeting

May 15, 2007

Local Regulations:

Board of Selectmen's Meeting December 3, 2007

Amended Board of Selectmen's Meeting August 20, 2018

Amended Board of Selectmen's Meeting September 12, 2022

Implemented:

January 1, 2008

Updated: September 12, 2022

Town of Tyngsborough

Senior Citizen Property Tax Work-off Abatement Program

(Section 5K of Chapter 59 of the Massachusetts General Laws)

About the Senior Tax Work-Off Program

The goals of this program include assisting senior property owners in paying their property tax bills by drawing on their expertise and skills and to increase their involvement in public service while providing a flexible and efficient resource to the town.

Positions:

A variety of positions may be available; duties will be data entry, filing, customer service, light physical labor, and general administrative duties. The Town Administrator, or his or her designee, will attempt to match the skills and interests of applicants to the needs of Town departments.

Eligibility and Program Guidelines:

1. Age

Applicants must be over 60 years of age as of July 1st of the applicable year the program is being administered.

2. Income Information (Required to Qualify for Priority)

Verification of your gross household income from all sources (i.e., employment, social security, IRA/other, interest income, etc.) MUST be submitted with the application. ***All information provided is kept strictly confidential and will be reviewed by the Board of Assessors and will not be shared with any other individual or departments.***

Priority will be given to applicants that demonstrate a financial hardship **AND** whose qualifications and skills best match the requirements of the positions available. A financial hardship will be met by those meeting the following income thresholds:

Single applicants: Gross income not to exceed \$40,000

Married applicants: Gross income not to exceed \$60,000

All other applicants will be considered after all applicants meeting a financial hardship have been placed in appropriate positions.

3. Property Ownership

Applicants must be an assessed owner of the property as of July 1st of the applicable application year. If the property is subject to a trust, the applicant must have legal title, (i.e., be one of the trustees) to the property on which the tax to be abated is assessed. When there is a question about this issue, the Board of Assessors will make a final determination.

The applicant must have owned property and resided in Tyngsborough for at least five (5) years immediately prior to submitting an application for this program.. In the event of death or sale of the

property, the amount of the abatement will be pro-rated as necessary.

Only one qualifying owner of the property may earn an abatement under this program per fiscal year. If a selected owner cannot fulfill the commitment for all hours, another owner of the same property may complete the program if he/she meets eligibility criteria and meets the requirements of the position.

4. Maximum Abatement and Hourly Rate

The maximum abatement earned is to be set per fiscal year by the Board of Assessors. Participants will be compensated at a rate not greater than the state minimum wage. Annually, the Board of Assessors shall set the total budget for the program and then use the current hourly rate to determine the maximum abatement per participant to ensure as many participants as possible can benefit from the program.

For example, if the program budget set by the Board of Assessors is \$22,500.00 and there are 15 participants, the maximum abatement will be \$1500.00. The number of hours required to earn that maximum abatement will depend on the current year's hourly rate.

The number of taxpayers who can earn a maximum abatement depends on the available balance in the overlay account and must be approved by the Board of Assessors for each fiscal year.

5. Qualifications

Applicants must complete an application form (*Attachment A*) AND submit all pertinent income verification documentation. Applicants will also participate in a selection process. Applicants must be qualified to perform the essential functions of the position under this program with or without reasonable accommodations as outlined in the job description for the position for which he/she is applying.

Applications must be submitted to the Assessor's Office. Applications will be reviewed by the Board of Assessors in order to verify age, ownership and income in order to identify applicants that meet the financial hardship parameters. The Town Administrator, or his or her designee, will inform the Department Heads of eligible applications. Applicants may be asked to interview for a position. A recommendation for selection will be made from the Town Administrator, or his or her designee, to the Board of Selectmen, who will approve and assign the program participants to the positions available.

Program selection is valid for one year. Applicants must re-apply annually if they wish to continue participation. Preference will be given to first-time applicants, and applicants demonstrating a financial hardship, provided the applicant's skills and qualifications match the requirements of the positions available. However, the Town reserves the right to employ prior participants to finish ongoing special projects, or those participants that may have received specialized training.

If a participant leaves the program before the full number of hours is worked, and no other owner of the property is qualified and can complete the hours, another taxpayer owning another parcel may work the remaining number of hours not worked by the previous participant and receive an abatement for his/her hours worked.

6. Selection

Upon approval and appointment of the Board of Selectmen, selected participants will receive written confirmation from the Town Administrator, or his or her designee, stating their job duties, location of job, name of supervisor, scheduled hours, and hourly rate of credit to be earned. They will receive necessary tax forms to be completed and a general orientation regarding their participation in the program.

Hours worked are documented on a monthly attendance sheet and signed by the participant and his/her supervisor. (*Attachment C*).

7. Certification

At the time the participant has worked the required hours, or voluntarily ends participation in the program, the Department Head will complete a timesheet indicating the number of hours worked and submit the form to the Town Administrator. The Town Administrator, or his or her designee, will then certify the amount of the abatement earned by the participant and will complete the Certificate of Completion and forward to the Board of Assessors for processing on the tax bills. (*Attachment D*).

Certification must be submitted before the actual tax for the fiscal year is committed. As a result, hours worked and credit earned between January 1, 2019 and December 31, 2019 will be certified for Fiscal Year 2020 which begins on July 1, 2019. The actual tax bill issued March 2020 will reflect the total credit earned, which will include a proportionate reduction of the Community Preservation Surcharge.

8. Tax Withholdings

The abatement earned is subject to federal withholdings (Social Security, Medicare) and the senior citizen is responsible for filing the income earned with the IRS. The abatement is not subject to state income tax withholdings.

9. Appeals

An appeal or dispute must be made in writing to the Board of Selectmen within ten (10) days of the cause of the dispute and must set forth specific claims. The Board of Selectmen's decision shall be final and binding.

10. Questions

Questions regarding the program may be directed to the Board of Selectmen's Office, (978-649-2300x100) or the Board of Assessors Office, (978-649-2300 x 121) 25 Bryant's Lane, Tyngsborough, MA 01879.