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**Gary Christenson, Mayor**

**2018 ANNUAL REPORT TO THE CITY CLERK OF THE  
BOARD OF ASSESSORS/COMMISSION  
PURSUANT TO CITY OF MALDEN ORDINANCE 1.7**

**I. Preliminary Information**

Name of Board or Commission:	BOARD OF ASSESSORS
Name of Chair:	James P O'Brien
Name of Clerk:	Melissa Comita
Number of Members:	3
No. of meetings held per year:	40
Explain how Board/Commission has fulfilled functions in the past year:	Setting of tax rates and DOR revaluation requirements completed in timely manner. Continued concerted efforts to educate and encourage compliance of taxpayers with tax programs. Implemented first year CPA tax and abatement program. Contributed to discovery and collection of data for new growth. Overseen and managed vendor's field work.

**Please list Members' names, addresses, date of appointment and when term expires: (attach additional sheets if necessary)**

NAME & ADDRESS	APPOINTMENT DATE	TERM EXPIRES
James P. O'Brien 6 Lockwood Rd Lynnfield, Ma 01940	March 1, 2015	March 1, 2018  expired
Robert Donnelly 38 Goldcliff Rd Malden, Ma 02148	September 2017	March 1, 2020
Kathleen M. French 596 Highland Ave Malden, Ma 02148	June 2, 2016	March 1, 2019


## 2. Overview of Board/Commission

Please issue a **brief** statement about the general purpose and mission of this Board/ Commission: To legally, fairly and equitably assess all property, (real and personal), within the City of Malden. To assist taxpayers and all residents with questions and inquiry regarding office programs, policies and procedures.

## 3. REVENUE: Please list the revenue(s) coming into this Board/ Commission. **NOT APPLICABLE** ☐

From City Budget	408,283
From State Budget	
From Federal Budget	
Grant Monies	
Licenses/Fees	
Other	

## 4. EXPENDITURES: Please list the expenditures of this Board/Commission. **NOT APPLICABLE** ☐

Expenditures of Board/Commission	Explanation
Personnel Costs	325,683
Equipment Costs	
Postal Costs	
Leasing Costs	
Other	82,600

## 5. ASSETS: Please list all major assets under the control of this Board/Commission. *(Please include materials, tools, vehicles, equipment and property on hand as of 12/31/17.* **NOT APPLICABLE** ☐

Asset	Value
1 copier/scanner	
2 counter computers for public's use	
2 printers	
5 workstations	

6. **PROGRAMS:** Please list all programs under the direction of this Board/Commission. (Please detail where and how these programs originate, i.e. statutory, internal, etc.)

NOT APPLICABLE ☐

Program	Description
Ad Valorem	<i>Determine values for real &amp; personal property</i>
Commitment Files	<i>Process RE, PP and Excise files for billing</i>
Exemption and Abatement Files	<i>Review and process applications</i>
Real Estate Property Inspections	<i>Stay current w/DOR guidelines and mandates</i>

7. **CHALLENGES:** Provide a brief description of three challenges this Board/Commission faces.

1.	Obtaining compliance from/with taxpayers
2.	Lack of timely response from taxpayers with respect to applications for abatements and statutory exemptions
3.	Maintaining timely data used in the valuation process

8. **GOALS:** Describe three goals this Board/Commission has for the year ahead.

1.	Continue to try to explain to taxpayers the convoluted tax systems, rules and programs we are charged with carrying out.
2.	Continue the mandated inspection program that has been underway in a methodical documented manner.
3.	Continue working with IT and GIS to transition over to a more seamless/paperless operation.

\_\_\_\_\_*James O'Brien*\_\_\_\_\_  
Signature of Chair

Date: \_\_\_\_*April 30, 2018*\_\_\_\_