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Gary Christenson, Mayor

**2016 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 O'Brien
Name of Clerk:	Melissa Comita
No. of Members:	3
No. of meetings of Board/Commission Holds per year:	40
Explain how Board/Commission has fulfilled functions in the past year:	Tax rate approved by DOR in timely manner. Required property inspection program, (sales, permits, appeals, 10 year cyclical), in compliance with DOR guidelines. Proactive approach by staff in educating taxpayers (where needed), on both Res X and CPA programs

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

NAME & ADDRESS	APPOINTMENT DATE	TERM EXPIRES
James OBrien	04/12/1999	03/01/19
Kathleen French	04/01/2010	03/01/18
Robert Donnelly	03/31/1982	03/01/17

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 regarding City assessing office functions and operations.

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

From City Budget	397,896
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	319,396
Equipment Costs	
Postal Costs	
Leasing Costs	
Other	78,500

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 12/31/15. NOT APPLICABLE

Asset	Value
2 counter computers	
4 work stations	
1 desktop	
2 printers	
1 copier/fax/scanner	

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 value for real and personal property</i>
Commitment Files	<i>Process RE, PP and Excise for billing purposes</i>
Exemption and Abatement	<i>Review and process applications</i>
Property Inspections	<i>Comply with DOR guidelines on inspections</i>

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

1.	Obtaining compliance with/from taxpayer
2.	Maintaining timely valuation data
3.	Explaining to taxpayers the "as of" dates as they relate to valuation, exemption, qualification etc.

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

1.	Streamlining and updating the building permit data used by assessing office
2.	Complete the 10 year cyclical inspection program
3.	Work with IT dept to see if scanning documents can become operational



 Signature of Chair
 Date: 8-18-16