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Gary Christenson, Mayor

2014 ANNUAL REPORT TO THE CITY CLERK OF THE  
 \_\_\_\_\_ ASSESSORS \_\_\_\_\_ BOARD/COMMISSION  
 PURSUANT TO CITY OF MALDEN ORDINANCE 1.7

**I. Preliminary Information**

Name of Board or Commission:	Board of Assessors
Name of Chair:	Robert Donnelly
Name of Clerk:	Melissa Comita
No. of Members:	3
No. of meetings of Board/Commission per year:	40
Explain how Board/Commission has fulfilled functions in the past year:	Tax Rate approved timely Decrease in Overvaluation applications submitted

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

NAME & ADDRESS	CONTACT INFORMATION	APPOINTED	TERM EXPIRES
Robert Donnelly 38 Goldcliff Rd, Malden	bdonnelly@cityofmalden.org	3/31/1982	3/1/2014
James O'Brien 6 Lockwood Rd, Lynnfield	jobrien@cityofmalden.org	4/12/1999	3/1/2015
Kathleen French 596 Highland Ave, Malden	kfrench@cityofmalden.org	4/1/2010	3/1/2016

**2. Overview of Board/Commission**

Please issue a **brief** statement about the general purpose and mission of your Board/Commission:

To fairly and equitably assess all property, real and personal within the City of Malden. To assist taxpayers with questions, abatements and exemptions.

3. **REVENUE:** Please list the revenue(s) coming into your Board/Commission.

**NOT APPLICABLE**

From City Budget	392,593
From State Budget	
From Federal Budget	
Grant Monies	
Licenses/Fees	
Other	

4. **EXPENDITURES:** Please list the expenditures of your Board/Commission.

**NOT APPLICABLE**

Expenditures of Board/Commission	Explanation
Personnel Costs	303,772
Equipment Costs	
Postal Costs	
Leasing Costs	
Other	84,975

5. **ASSETS:** Please list all major assets under the control of your Board/Commission. *(This should include materials, tools, vehicles, equipment and property on hand as of 12/31/13.*

**NOT APPLICABLE**

Asset	Value
2 counter computers	
6 work stations	
1 executive work station	
1 color printer	
1 printer, fax and scanner	

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

**NOT APPLICABLE**

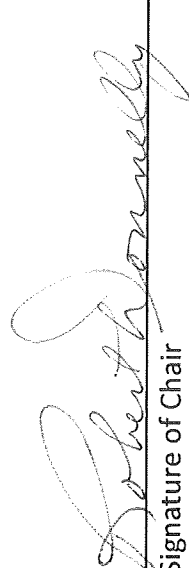
Program	Description
Valuation	<i>Determine value for RE and PP</i>
Commitments for RE, PP and Excise	<i>Process RE, PP and Excise comm. for billing</i>
Abatements and Exemptions	<i>Process applications filed</i>
Inspections	<i>Inspect properties sold within past yr</i>

7. **CHALLENGES:** Provide a brief description of three challenges to your Board/Commission.

1.	Determining qualifications for the Residential exemption. Ownership and occupancy as of qualification date.
2.	Updating values every year.
3.	Gaining entry for State mandated inspections.

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

1.	Do inspections on properties that have sold in the past calendar year as soon as possible.
2.	Work with a more integrated Building Permit program to update our system.
3.	Attempt to expedite State mandated inspections ahead of the ten year required cycle.

  
Signature of Chair

Date: 5/14/14