



CITY OF NEWBURYPORT
COUNCIL ON AGING DEPARTMENT
P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 462-8650 • (978) 462-8670 (FAX)

TO: Newburyport Residents
FROM: Roseann Robillard, Council on Aging Director
RE: Senior Citizen Property Tax Work Program

Enclosed is a packet of materials, which will provide you with information about the Newburyport Senior Citizen Property Tax Work Program. This program entitles a senior to a \$1,000 Property Tax Abatement in exchange for 125 hours of service to the city.

Please read the enclosed packet of materials carefully. If you have any questions, feel free to call me at the Council on Aging office. If you are interested in applying for the program, please complete the enclosed application in its entirety, and return it to the Council on Aging office.

Submission of an application is no assurance of a placement, but every attempt will be made to accommodate you if you are eligible and placement slots are available. Applicants who have not benefited from the Newburyport Senior Citizen Property Tax work Program in past years will be given first priority for placement this year.

Participants in the Senior Citizen Property Tax Work Program can accrue a benefit of \$1,000 during the Fiscal Year (July-June). Tax abatements will be applied to property tax bills in February.

Everyone interested in participating in the program must submit an application, even if you have participated in past years. If you do not submit an application, you will not be considered for participation in the Senior Citizen Property Tax Work program.

Please return the completed application to the Council on Aging Department as soon as possible if you are interested in participating in the Senior Citizen Property Tax Work Program this year.

Thank You.

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Newburyport Senior Citizen Property Tax Work Program

The City of Newburyport will continue to administer a Senior Citizen Property Tax Work Program for residents. The job opportunities available are for special projects and assistance to Department Heads in the various City offices.

Participants in the Property Tax Work Program will be eligible to receive a maximum benefit of \$1,000 during the Fiscal Year (July - June). Payment will be made via an abatement on the tax bills the following February. A paycheck will not be issued to the program participants.

Volunteers in this program must work 125 hours to accrue the full benefit. Fewer hours worked will result in a pro-rated benefit at \$8.00 per hour.

Participants are entitled to no City employee benefits and they present no liability to the City.

To be eligible for the program, applicants must be 60 years of age or older at the time of application, reside within the City of Newburyport, and occupy the property for which taxes are to be paid. Applicants should be able to verify a household income of \$65,981 or less - there are no asset restrictions.

Upon completion of the participant's hours, the Department to which he/she is assigned will signify completion by signing the participant's time sheet. The signed time sheet should be submitted promptly to the Council on Aging office. The Council on Aging Director will document the hours worked and the credit earned and will notify the Tax Collector, who will apply the abatement to the participant's property tax bill.

Priority for program participation will be given to eligible applicants who have not yet participated in the Senior Citizen Property Tax Work Program.

Senior Citizen Property Tax Work Program Guidelines

PROGRAM GOALS

- ▶ Assist eligible senior citizens with meeting their obligation to pay property tax bills
- ▶ Draw on the expertise of senior citizens and increase their involvement in municipal government and public school systems
- ▶ Create a vehicle for senior citizens to apply their skills and life experiences
- ▶ Provide a flexible and efficient resource that city and school department managers can use to assist them in meeting specific project needs

ELIGIBILITY REQUIREMENTS

- ▶ Age 60+
- ▶ Homeowner or current spouse of homeowner
- ▶ Resident of Newburyport
- ▶ Own and occupy the property for which Newburyport taxes are paid
- ▶ Maximum household income, \$65,981
- ▶ No asset limit

JOB OPPORTUNITIES

- ▶ Special projects based on individual department needs
- ▶ Placements in Municipal and School departments

SELECTION PROCESS

- ▶ Applicant must meet eligibility requirements
- ▶ Applicant must have appropriate skills for position
- ▶ Applicant and department head must both agree it is an appropriate match
- ▶ Priority will be given to eligible applicants who have not participated in past years.
- ▶ Placements will be offered based on qualification, availability, location, transportation and physical limitations

PROGRAM BENEFITS

- ▶ Maximum benefit \$1,000 per person, \$2,000 per household (2 people participating)

Work sites are City Departments, Boards, and/or Commissions. The work projects are tasks that staff does not have time to complete during the regular work week - or special projects that require extra help to accomplish.

The following projects are examples of work that have been approved for the Program:

Health Department

- Position #1 Assist at Board of Health office: Provide general office help to the Admin. Assistant (filing, preparation of mailings, bulk sticker sales and answering phones). Provide front office coverage during Admin. Assistant's absence. Assist with filing projects in the Energy and Recycle Coordinator's Office.
- Position #2 Assist with Recycling Program.
- Position #3 Tend to duty bag stations and gardens on the Rail Trail.

Department of Public Services

- Position #1 General Building maintenance - assist with cleaning the lunch room, offices and bathrooms.

Youth Services

- Position #1 Greeter at Youth Center.
- Position #2 Customer Service at Youth Center snack shop.

Human Resources Department

- Position #1 Assist with departmental filing.

Council on Aging

- Position #1 Assist at COA office: Answer phones and log calls, assist with newsletter preparation, maintain info racks, confirm appointments, related duties as assigned.
- Position #2 Distribute Brown Bag Program materials: Make reminder calls, update participation list, make deliveries.

Port Media

- Position #1 Archive programs previously recorded on VHS tapes.
- Position #2 Archive programs previously recorded on VHS tapes.

Office of City Clerk

- Position #1 Assist with Parking Permit applications and renewals

Mayor's Office

- Position #1 Answer the phone, greet visitors and direct them to appropriate office.