



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

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2023 DEC 29 A 10:43

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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 8, 2024
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as Assessor. This term will expire on February 15, 2027.

Jill Brennan
24 Webster Street #7
Haverhill, MA 01830

JILL M. BRENNAN, MAA

CITY OF NEWBURYPORT 1997 – PRESENT

City Assessor – December 2016 – Present

- Responsible for maintaining a 7.3 billion dollar portfolio consisting of 9,239 real estate and personal property tax accounts for the purpose of establishing equitable assessments.
- Meets all DOR reporting deadlines for certification in assessments, new growth, tax levy and classification when producing a tax rate each fiscal year.
- Reviews and determines a finding on all abatement and statutory exemption applications, and represents the city at Appellate Tax Board court hearings.
- Oversees daily operation of the department, serving as department head.
- Responsible for all duties performed as Assistant Assessor.
- Prepares departmental budget each fiscal year.

Assistant Assessor – August 1997 – December 2016

- Process all deeds and property transfers. Properly code all sales transactions in the Vision cama database to be used for analyzing sales ratios. Program and run comparable sales reports for the counter.
- Produce real and personal property tax commitments and tax billing files. This includes bridging the Vision database with the Munis tax billing programs. Balance and verify the tax billing file, create an accounts receivable file on the Munis software server and extract the two computer generated files to be sent to the tax billing vendor.
- Produce and bridge the Motor Vehicle excise tax billing file on Munis. Balance and verify the bridged data, and create an accounts receivable file.
- Process accounts payable warrant for the department.
- Process payroll submission for the department.
- Responsible for maintaining the Assessors data layers in the GIS system. Produce GIS assisted maps when applicable.
- Program and process all public information requests.
- Create new subdivisions, condominium conversions, and lot splits. Producing new parcels on the cama database for each lot, valuing each parcel, and making sure all applicable changes to the Assessors maps are recorded.

VISION APPRAISAL TECHNOLOGY INC.

Assistant Manager of Customer Support 1993-1997 – Responsibilities included the onsite training of over 75 assessing clients on the latest cama database releases, and supervising staff employees on daily work assignments.

Senior Technical Support Representative 1990-1993 – Responsibilities included telephone technical support for all clients.

Data entry operator/Residential field appraiser 1984-1990 – Responsible for inspecting and measuring residential property and the data entry of field card changes into a cama based computer system.

ACCOMPLISHMENTS

Massachusetts Accredited Assessor (#928)

Member of the Massachusetts Association of Assessing Officers (MAAO) 2001 to present

Member of the Essex County Assessors Association 2001 to present

President of the Essex County Assessors Association 2007.

Elected member of the Essex County Assessors Association Executive Board in 2001 and served for nine years.

Member of the International Association of Assessing Officers (IAAO) 2007 to present