



# *Town of Swansea, Massachusetts*

TOWN HALL, 81 MAIN STREET  
SWANSEA, MASSACHUSETTS 02777

## OFFICE OF SELECTMEN

TEL. (508) 678-2981

FAX (508) 324-6700

ROBERT A. MARQUIS, *Chairman*  
CHRISTOPHER R. CARREIRO, *Vice Chairman*  
DEREK W. HEIM, *Clerk*

JOHN F. McAULIFFE  
*Town Administrator*

## TOWN OF SWANSEA

### SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

Dear Applicant:

Attached is a complete application for the Senior Citizen Property Tax Work-off Program. Please follow the Applicant Checklist to be certain that you have submitted all of the necessary forms and that you meet requirements in order to be considered for this program.

The Selectmen's office is open Monday – Friday 9:00 a.m. to 4:00 p.m. **Your completed application along with the required documentation must be submitted to the Selectmen's office no later than February 28, 2017. NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DEADLINE.**

Program participants will be selected by lottery from a pool of qualified applicants unless there is sufficient abatement allowance to cover the number of applicants. You will be notified as soon as the selections are made. A CORI (criminal background check) will be performed at the time of application, so you will need to provide a government issued photo identification in order for the CORI check to be performed. Also, if selected, you will need to complete Conflict of Interest Training as well as review and adhere to the Town's Personnel Policies.

Program participants will volunteer in various Town departments, including general town government, office of the Town Clerk, the Senior Center, the School Department, the Swansea Library, the Park Department, and Highway Department. Assignments will be based on the interests, talents, and skills of the volunteers and the requests of Town Department Heads. An applicant may be ineligible to participate if the available positions do not match capabilities of the applicant. Applicants are reminded that inappropriate behavior will result in termination of their participation in the program.

If you have any questions, please do not hesitate to contact me at 508-678-2981.

Sincerely,

Janet Helley  
Administrative Assistant

**TOWN OF SWANSEA  
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

**Purpose:**

The purpose of the tax work-off program is to assist senior citizens of the Town of Swansea with the payment of residential property tax bills while acknowledging and affirming their skills and abilities and the community's continuing need for their services.

**How to Apply**

Applications are available at the Selectmen's Office in Town Hall and the Senior Center at 260 Ocean Grove Avenue.

**Eligibility:**

- At least 60 years of age
- Resident of Swansea
- Owner of record (at the time of application) or spouse.
- Property for which the abatement is requested must be the applicant's primary residence
- All municipal taxes must be in good standing
- Willing and able to work
- **Limited to one \$500 work-off per household**
- Agree to CORI check (criminal background check)
- Provide own transportation
- Completed Ethics Questionnaire
- Acknowledgement of Town Personnel Policies

**Screening Process:**

- Complete application submitted to the Selectmen's Office
- CORI check completed by the Town of Swansea Selectmen's Office (applicant must bring photo identification, i.e. driver's license or other government issued photo id)
- Verification of the following:
  - Property Ownership (Assessor's Office)
  - Residency (Town Clerk's Office)
- All information provided by applicants will be kept confidential unless otherwise provided by law

**Selection:**

- By lottery (if there are more applicants than positions)
- Maximum of 25 positions per program year with 5 alternates
- Applicant must have appropriate skills for position.
- Applicant and Department Head must both agree it is an appropriate match.

**Benefit Limits**

- Maximum benefit of \$500 per fiscal year per household.
- Hourly compensation of \$11.00 per hour (based upon the Massachusetts current minimum wage) up to a maximum of \$500. Actual benefit will be reduced by tax withholding.
- ***If maximum hours allowed are not completed, credit will be received based on number of hours worked.***

**General Program Information:**

- Participants must complete 45.5 hours during the program year.
- Program year is March 13, 2017 through October 31, 2017.
- Abatements for work performed will be credited on the **January, 2018** tax bill.
- Applicants must re-apply annually to continue in the program; acceptance is not guaranteed.
- Participants are exempt from state taxes but are not exempt from federal, social security, or Medicare taxes.
- Participating in this program will not affect any local exemptions for which you may be eligible. If you qualify for the State Circuit Breaker Credit, the amount you may be eligible for could be affected by participation in this program.

**CONFIDENTIAL APPLICATION FOR  
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The town of Swansea is mandated by state law to do a CORI (Criminal background check) on any applicant.

**ELIGIBILITY REQUIREMENTS:**

This information is needed to assist in placement should there be insufficient space in the program. All answers are strictly confidential.

**Please answer each of the following by placing a check in the appropriate space.**

I am at least 60 years of age. YES \_\_\_\_\_ NO \_\_\_\_\_

I am a resident of Swansea YES \_\_\_\_\_ NO \_\_\_\_\_

I own and reside in the dwelling for which credit is requested, or I am the spouse of such a homeowner residing in the same household. YES \_\_\_\_\_ NO \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORKPHONE: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**PLACEMENT INFORMATION:**

What are your past work/volunteer experiences and types of skills?

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Job placements may be available in a variety of Town Departments. (Using the numbers 1-6, please indicate which department(s) you would like to work in order of your preference from most preferred [#1] to least preferred [#6].

\_\_\_\_\_ Town Hall Offices (Accounting, Assessors, Board of Health, Town Clerk, Selectmen's Office, Treasurer/Collector, and Conservation/Planning/Zoning.)

\_\_\_\_\_ Library

\_\_\_\_\_ Senior Center

\_\_\_\_\_ Schools

\_\_\_\_\_ Department of Public Works

\_\_\_\_\_ Park Department

Please list any other skill/abilities you would like considered: \_\_\_\_\_

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Do you have any restrictions or needs which may affect any positions, i.e., physical requirements, seasonal, schedule, hours (duration and/or number of hours), frequency, etc? The program is intended to be 45.5 hours for the program year.

Please explain:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

**APPLICANT CHECKLIST**

- \_\_\_\_\_ Application Form, **completed in full**, signed and dated
- \_\_\_\_\_ CORI (to be completed when the application form is submitted)
- \_\_\_\_\_ W-4 and W-9 (to be completed in payroll office)
- \_\_\_\_\_ Sexual Harassment Policy Acknowledgement
- \_\_\_\_\_ Conflict of Interest Acknowledgement and Certificate

**(1) CORI requests and Town Policies are available in the Selectmen's Office in Town Hall.**

**(2) Please contact the payroll office in Town Hall for employment documentation and forms required prior to start of employment.**

**PROGRAM DIRECTOR CHECKLIST**

- \_\_\_\_\_ Verification of age
- \_\_\_\_\_ Verification of property ownership
- \_\_\_\_\_ Taxes Current
- \_\_\_\_\_ Verification of residency