



# Ashby Senior Citizen Property Tax Work-off Program

## How it works:

- \* Ashby Senior Citizens, who qualify for the program, can reduce their property taxes by up to \$1000 (max) per year by working for the Town of Ashby.
- \* Sign up by visiting the Ashby Assessors Office in the Town Hall to complete the required application for approval.
- \* Each participant reports to the individual department head for which they are assigned & all worked hours are to be signed off on by that department head. All work needs to be pre-approved by a department head and all work-off hours need to be signed off on by a department head.

## Job Opportunities & Requirements:

- \* Visit the Ashby Assessors Office to find out what jobs are available and find a job to match your skills.
  - \* Jobs are first come first served and based on individual department needs.
  - \* The Volunteer must have the appropriate skills and physical ability for the position.
- \* The Volunteer and the department head must both agree the job is an appropriate match.
  - \* A participant cannot be related to the head of the department in which they are volunteering.
  - \* Volunteers cannot run town machinery.

## Eligibility Requirements:

- \* Applicants must be an Ashby resident over the age of 60.
- \* A participant must complete an application and subsequent payroll paperwork.
- \* The participant must have owned & occupied their property for at least one year.
  - \* Only property with a dwelling qualifies.
- \* Only one person per household can participate in the program.
  - \* Your exemption cannot exceed your owed property tax.

For questions and an application please contact the  
**Town Assessors Office: 978-386-2427 ext 15**

Assessors Office Hours:

Monday / Wednesday / Thursday 9:00 AM to 1 PM.

Friday 9:00 AM to 12 PM

Wednesday Evening 4-8

## **Frequently asked questions:**

- \* *How many hours can I work?* The maximum hours able to be worked per year is 83.
- \* *How much do I earn per hour?* You will earn the state minimum wage - currently \$12.00 per hour.
- \* *Do I have to work the full 83 hours?* No - you can work any number of hours **up to** 83.
- \* *Do I have to earn the full \$1,000?* No - you can earn any amount **up to** \$1,000.
- \* *I saw something needed to be done in town so I did it. Can I use those hours towards my work-off hours?* No. All work needs to be pre-approved by a department head and all work-off hours need to be signed off on by a department head.
- \* *Can I fill in for a town employee who is out sick?* No. All work needs to be pre-approved by a department head and all work-off hours need to be signed off on by a department head.
- \* *My relative is a town employee...can I still participate in the program?* Yes.
- \* *Can I work for my relative who is a department head in town?* No. You cannot be related to your department head.
- \* *Can I work for my friend who is a department head in town?* Yes. You can work in any department in which you are NOT related to the department head as long as you are qualified for the position.
- \* *Can I volunteer for the same department as my relative who is a town employee?* Yes, as long as your relative is NOT your department head, and you are qualified for the position.
- \* *What forms will I need to complete to participate in the program?* First, complete an application. Once your application is approved, like all new town employees, you will be required to complete all town employee payroll required forms including: I-9, W-4, OBRA, etc.
- \* *Who signs off on the hours I've worked for the Town?* The department head for which you are working.
- \* *When should I turn in my hours sheet and to who?* Your hours sheet(s) should be turned into the Town Assessor's Office after your department head has signed it.
- \* *What happens to my worked hours if I become ill or unable to continue participating in the program?* All earned hours will be applied to your property's tax bill.
- \* *Who should I talk to about available jobs?* Contact the Town Assessors Office for available positions in town.

***THANK YOU FOR VOLUNTEERING TO  
HELP YOUR TOWN!***