

2024

**LUNENBURG SENIOR CITIZEN PROPERTY
TAX WORK-OFF PROGRAM APPLICATION
*3rd Quarter Real Estate Tax Abatement**



Return applications to: Julie Belliveau Asst. Town Manager/Human Resource Director
Town Hall, 17 Main St, Lunenburg, MA 01462

CONFIDENTIAL

Name of applicant _____

Address _____

Phone numbers (home & cell) _____

Birth date _____ **Email** _____

Social Security Number (required) _____

RULES & GUIDELINES

- * Applicant must be 60 years of age or over at time of application
- * Applicant must own and occupy the property for at least one year. Only one (1) applicant per real estate tax paying household may apply
- * Hourly rate is \$15.00 per hour; earn up to a \$1500.00 abatement
- * Hours are exempt from State taxes only. Earnings are subject to Federal and Medicare tax withholdings and are also subject to OBRA if participant is not receiving a pension from either Worcester Regional Retirement or Massachusetts State Teachers Retirement
- * All required paperwork must be completed before any work is done
- * Final amount earned will be applied to your 3rd quarter real estate taxes
- * The Town of Lunenburg is mandated by state law to do a CORI (criminal background check) on any person who works with the Town
- * Applicants must provide verification of useable gross income in order to be considered for the program (prior year 1040 income tax return required)
- * Applicants must apply and be accepted annually for participation in the program

FOR OFFICE USE ONLY

GRANTED _____ **DENIED** _____

REASON FOR DENIAL _____

PENDING _____

PLACEMENT _____

LOCATION _____

ASST. TM SIGNATURE: _____

INCOME INFORMATION

In order to be considered for this program, applicants must provide
prior year 1040 Income Tax Return

**If proper proof of income is not attached to the application,
the Town of Lunenburg reserves the right to reject the application**

All information is kept strictly confidential and not shared with any other department.

Please CHECK yes or no

- I (and or spouse/or other) own and occupy a home in Lunenburg as my primary residence (minimum 1 year)**
YES _____ NO _____
- I receive a tax bill in my name (and or spouse/other)**
YES _____ NO _____
- I meet the income guidelines listed below (please check household/amount that applies)**
ONE PERSON HOUSEHOLD: \$50,000 _____
TWO PERSON HOUSEHOLD: \$75,000 _____

Do you have any physical restrictions or needs which may affect any position—i.e., physical requirements, seasonal, schedule, hours of day (duration and/or number of hours), frequency, etc. Please explain

List any relevant experience and skills: _____

If I qualify for the Property Tax Work-Off Program, I understand I may earn up to a maximum of \$1,500 per household, less applicable taxes and OBRA, to be applied to my 3rd quarter tax bill.

The above statements are true to the best of my knowledge.

SIGNATURE: _____

DATE: _____

The following department requests have been made for the Property Tax Work-Off Program. Please indicate which areas you would like to apply for. List preference (1) first choice, (2) second choice, (3) third choice.

() 1. **Board of Health**
Position: Clerical – filing and reorganizing. No heavy lifting.
Flexible schedule Monday – Thursday 2 hours per week

() 2. **Building Department Board**
Position: Clerical – Filing, Photo Copying, Stuffing Envelopes
General office skills, bending, standing for short periods of time and knowledge of filing system.

() 3. **Zoning Board of Appeals**
Position: Clerical—Filing & Stuffing Envelopes
General office skills, bending, standing for short periods of time and knowledge of filing system.

() 4. **Council on Aging**
Position: Meals on Wheels Driver – Deliver MOW to Lunenburg residents 1-2 days per week (approximately 1.5 hrs. per day) Must use own vehicle and have a valid driver's license.
(3 positions available)

() 5. **Council on Aging**
Position: Custodial— Sweeping and & washing of building floors, emptying waste baskets, cleaning kitchen & bathrooms. Ability to lift, bend, walk, reach (Tues & Thurs afternoon 3:00 - 5:00 pm)

() 6. **Council on Aging**
Position: Gardener— (Seasonal) Able to lift, bend, walk, and reach. Skilled with outdoor gardening equipment such as rakes, wheel barrels, electric trimmers, & shovels. Watering plants. Knowledge of regional outdoor plants and how to trim shrubs and plants.

() 7. **Library**
Position: Children's Room Assistant— Book sorter. Good organizational skills, knowledge & familiarity with children's books. Positive attitude. Must be able to bend and lift books. (2 positions available)

() 8. **Library**
Position: Janitorial/Handyman /Landscaping— Self-organizing/managing. Knowledge of basic maintenance. Must be flexible. Must be able to bend/lift & have good mobility

() 9. **Library**
Position: Gardener— (Seasonal) Able to lift, bend, walk, and reach. Skilled with outdoor gardening equipment such as rakes, wheel barrels, electric trimmers, & shovels. Watering plants. Knowledge of gardening, landscaping, grounds keeping, and native species.

() 10. **Sewer Dept./DPW**
Position: Clerical – Filing/Stuffing envelopes 8 times per year, filing, some data entry.
Requires detail-oriented, reliable, flexible schedule, administratively minded, able to stand or sit for long periods. Must be able to lift 15lb. boxes for storage.

() 11. **Treasurer/Tax Collector**
Position: Clerk – Shredding, Filing, Mailing, Data Entry, Binding after 2PM

() 12. **Lunenburg Assessors Office**
Position: General Office Work—Filing, Shredding, Large Mailing Projects

() 13. **Town Manager's Office**
Position: Administrative Support—Filing, organizing, document formatting. Requires the ability to maintain confidentiality. Organizational skills.



() **14. School Department (all schools)**

Position: Lunch Monitor— monitor children during the lunch period

LMHS 10:45am-1:00pm
THES 10:45am-1:00pm
PS 10:45am-1:00pm

() **15. School Department (all schools)**

Position: Arrival/Dismissal Assistance—Provide adult supervision outside the school as students arrive and are dismissed

LMHS arrival 7:30-7:55am; dismissal 2:20-2:45pm
THES arrival 8:40-9:00am; dismissal 2:50-3:20pm
PS arrival 8:45-9:05am; dismissal 3:00-3:35pm

() **16. School Department (TCP)**

Position: TCP Greeter—Sit inside TCP vestibule to open the door for visitors and have them sign in (days or evenings)

Flexible days/hours M-F between 8:45am and 3:15pm

() **17. School Department (LMHS)**

Position: LMHS Greenhouse Assistant—Assist with the plants in the greenhouse

Flexible days/hours during school vacation weeks in December, February, and April (school calendar is posted on the district website); summer between mid-June and mid-August

() **18. School Department (all schools)**

Position: Clerical support—Assist with clerical duties in the schools or school administration office

TCP Flexible days/hours M-F between 8:00am and 5:30pm
PS Flexible days/hours M-F between 8:30am and 4:00pm
THES Flexible days/hours M-F between 8:30am and 4:00pm
LMHS Flexible days/hours M-F between 7:30am and 3:30pm

() **19. School Department**

Position: Gardener—Planting and tending the school garden areas

Flexible days/hours April-November

() **20. School Department (all schools)**

Position: Decorator—Assist with seasonal or monthly theme decorating in the schools

TCP Flexible days/hours M-F between 8:00am and 5:30pm
PS Flexible days/hours M-F between 8:30am and 4:00pm
THES Flexible days/hours M-F between 8:30am and 4:00pm

() **21. School Department (all schools)**

Position: Recess duty—Monitor children for appropriate behavior and safety during the recess period at Turkey Hill

LMHS 11:30am-1:00pm
THES 10:45am-1:00pm
PS 10:45am-1:35pm

() **22. School Athletic Department**

Position: Athletic Assistant— Provide assistance for athletic field and equipment preparation

LMHS flexible days/hours in the afternoon and evening

() **23. School Department**

Position: Classroom helper—under the direction of the classroom teacher supporting classroom management and assisting students with various academic activities (including reading to children)

PS flexible days/hours M-F between 9am-3pm

THES flexible days/hours M-F between 9am-3pm

() **24. School Department**

Position: Tutor— Provide students will help in needed academic areas

PS flexible days/hours M-F 9am-4pm

THES flexible days/hours M-F 9am-4pm

LMS flexible days/hours M-F 8am-3:30pm

Do you have any restrictions or needs which may affect any position – i.e., physical requirements, seasonal schedule, hours of day (duration and/or number of hours), frequency, etc. Please explain

List any relevant experience and skills: _____

Print Name

Signature

Date