

TO: Board of Assessors and Selectmen/Mayors

FROM: Joseph J. Chessey, Jr., Deputy Commissioner
Division of Local Services

SUBJECT: Training Programs for Assessors, Spring 1998

COURSE 101

The Department of Revenue's basic 10 week course for assessors, Course 101 Assessment Administration: Law, Procedures, Valuation, will be given in Room C309, Holyoke Community College, 303 Homestead Ave., Holyoke beginning Tuesday, March 31, 1998 from 7:00 p.m. to 10:00 p.m. Participants must attend 7 of the 10 three hour sessions to meet the attendance requirements for the examination.

Attendance at Course 101 and successful completion of the examination satisfies minimum qualification requirements for assessors that were established by 830 Code of Massachusetts Regulation (CMR) 58.3.1. Assessors and assistant assessors with valuation responsibilities, must fulfill minimum qualifications within two years of the date of their original election or appointment. All participants who successfully complete this course will receive a certificate.

Course 101 is given on a rotating basis around the state and is not offered in the same general area for two years. The next two proposed locations for this course are at the University of Massachusetts at Amherst in the summer of 1998 and Worcester County in the fall of 1998.

If there is a greater need for Course 101 in an area other than Worcester County in the fall, we will consider changing the location. Your comments regarding the proposed location for Course 101 in the fall of 1998 would be greatly appreciated. Please contact Barbara LaVertue, Coordinator of Training at (617) 626-2340.

Classification Training Workshop

The eighth session of Course 101, held on Tuesday, May 19th, will be the Classification Training Workshop. A majority of the Board of Assessors must be qualified to classify property to set a tax rate. This qualification is accomplished by attending a Classification Training Workshop. Other Classification Training Workshops may be held as needed in locations throughout the state for FY99. A bulletin announcing dates and locations of the workshops will be sent as the information becomes available.

REGISTRATION

To register, please return a copy of the enclosed form for each person attending the training program. Indicate whether each person will be attending the entire course or only the Classification Training Workshop.

Your completed registration may be mailed to:

Barbara LaVertue
Division of Local Services
P O Box 9655
Boston, MA 02114-9655

OR

Faxed to: (617) 626-2330

If you have any questions please contact Barbara LaVertue, Coordinator of Training at (617) 626-2340.

All registrations must be received by **March 18, 1998**. You may confirm your registration after that date by calling Barbara LaVertue.

The Department of Revenue does not charge local officials or their staff for any of its courses, workshops or manuals. There will be a charge of \$50.00 for the manual for anyone not affiliated with local government. (Please make checks payable to the Commonwealth of Massachusetts.)

DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES

COURSE REGISTRATION FORM

Please check the program you will be attending:

COURSE 101 _____

CLASSIFICATION TRAINING _____

YOUR NAME: _____

MAILING ADDRESS: _____

_____ Zip Code _____

PHONE: Business () _____ Residence () _____

Name of the Person you replaced: _____

Position: (Check one) Assessor _____ Asst. Assessor _____ Other _____

Your Original Election/Appointment Date: _____

Current Community or Company Name: _____

List any community you were previously affiliated with: _____

TO REGISTER

Send the completed form to:

Barbara LaVertue
Division of Local Services
P O Box 9655
Boston, MA 02114-9655

FAX (617) 626 - 2330

or

Call (617) 626 - 2340

REMINDER

Bring a calculator and a 3-ring binder

Enter the school by the main entrance. Classes will be held in the Room C309

COURSE DATES: TUESDAYS

**March 31
April 7, 14, 21, 28
May 5, 12, 19, 26
June 2**

Session eight, May 19th, will be a Classification Training Workshop

TIME: 7:00 P.M. - 10:00 P.M.

NOTE: ATTENDANCE RECORDS ARE STRICTLY MONITORED. BE SURE TO SIGN THE ATTENDANCE SHEET EACH WEEK TO RECEIVE CREDIT FOR YOUR ATTENDANCE.

If you sign-in but do not stay for the class you will NOT receive credit for attending that session