

2021 ANNUAL TOWN REPORT
Typing Instructions

Please follow these typing instructions when preparing your 2021 annual town report:

Limitation on Numbers of Pages:

As in the past, we are attempting to limit department reports to two pages maximum – unless there is a statutory or town policy related reason why additional pages of information are required within the town report. Departments who have additional information to share are encouraged to place this information on the town website or other location. Statements can be made within the town report regarding where such additional information may be viewed.

Format:

The following format shall be used for all reports.

All documents must be written in MS Word. All spreadsheets must be prepared in MS Excel.

The page format must be set at 6” wide by 9” high. Margins (Top = .6”; Bottom = 1”; Left = .5”; Right = .5”) should be used for all reports. Set the paragraph style to *Justify* by clicking on the ‘Justify’ button in the formatting toolbar. Please use the Arial font, with 10-point type. (See a sample document attached for your reference.)

If you have inserted tables into your word document, please make sure they do not become “de-formatted” when you email your report to us. This is a MAJOR problem for us to “fix” them each year.

Excel spreadsheets must be pre-formatted to fit into a 6” wide by 9” high page with appropriate.

Typing:

Type the name of the Board or Committee on the top line in capital letters. Please Bold the name of the Board, but do not underline it. Skip a line, indent one tab stop, then type the member names in alphabetical order, listing the chairperson last. Skip another line and begin typing the body of the report, with the first line of each paragraph set to the left margin (no indent). Remember to keep the page length to 51 lines.

File Naming Conventions:

Please name your saved document per the following examples to allow easy electronic alphabetical sorting of the reports: (HEALTH, BOARD OF or APPEALS, BOARD OF or CEMETERY COMM).

Please save the document using this process of committee or board name for the document name

(i.e. Health, Board of ...or... Planning, Board of)

Excel:

Care needs to be exercised when typing Excel spreadsheets in order that the document fits on the 6" x 9" paper. Excel spreadsheets must be pre-formatted to fit into a 6" wide by 9" high page with appropriate margins. Spreadsheets are preferred to be set in Portrait format on the sheet, but we will accept a Landscape format if that is what it takes to make the spreadsheet display the required information most effectively. Remember, please keep the spreadsheet pages to a 6" x 9" size with preferably at least a ½ inch margin.

Submission of Report:

You must provide the document both in hard copy AND in electronic format (via email attachment or on thumb drive or disk is fine). We will not include your report in the book if it is not received on time, or not submitted in the proper format.

See Sample Word Document Below

BOARD OF ASSESSORS

Ellen Meadors
Edward Morgan, Chair
John G. Robinson

Staff – Our Administrator, Patrice Brennan is the helpful person most people see in the Assessors' office. To provide additional assessing services we have a contract with Regional Resources Group, Inc. George Bourgault, an employee of RRG, is in the office two days a week and Harald Scheid, President of RRG, is in the office two mornings a week.

Housing Values – Sales in calendar year 2012 (the basis for the FY 2014 values) showed that prices increased about 3-4 percent on average from the previous year. The strengthening real estate market will likely result in the need to increase fiscal year 2015 valuations.

Split Tax Rate – As in the past several years, the Selectmen approved a split tax rate that increases the proportion of taxes paid by the owners of commercial properties. For fiscal year 2014, the tax rate was set at \$14.41 per \$1,000 for residential property and at \$18.95 per \$1,000 for non-residential property.

Property Tax Deferrals and Exemptions – Lincoln's property tax deferral program allows seniors 60 years or older with income below \$60,000 to defer all or part of their annual property taxes. Deferred property taxes and interest at 4% are repaid to the Town when the owner dies or sells the home. Six property owners took advantage of the property tax deferral in fiscal year 2013. Please call the office at any time of the year to receive an application or consult with office staff about the various exemption and deferral programs.

Re-inspections – Each year the Assessors conduct re-inspections of about one-fifth of Lincoln properties. The re-inspection consists of measurement of the outside of the house and a quick walk-through of the inside to verify that the data on the Property Record Card is correct. This process helps keep valuations accurate and up to date. You will receive notification in the mail if your property is planned for re-inspection.

Assessments – A list of fiscal year 2014 assessed values is available on the Assessors page on the Town website at www.lincolntown.org or by calling our office at 781-259-2611. In addition, Property Record Cards are available online at <http://www.lincolntown.org/index.aspx?NID=536>. The Assessors encourage residents to review their Property Record Card and contact the office about inaccuracies, questions or concerns.