

**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**

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**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

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List any relevant experience and skills: \_\_\_\_\_

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Print Name

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Signature

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Date