



**CITY OF NEW BEDFORD**  
JONATHAN F. MITCHELL, MAYOR

June 20, 2019

City Council President Linda M. Morad and  
Honorable Members of the City Council  
133 William Street  
New Bedford, MA 02740

Dear Council President Morad and Honorable Members of the City Council:

Pursuant to Section 10-93 of the New Bedford Code of Ordinances, I hereby submit for your approval the appointment of Michael J. Motta as Administrative Assistant to the Board of Assessors for a five year term to expire June 27, 2024, a one year waiver of the residency requirement and approval for Step 4 of Grade M-15.

Mr. Motta is exceptionally well-suited to the position and distinguished himself during the recruitment process as a very experienced, fully-certified candidate who would provide a seamless transition in leadership in the Assessors Office during a critical revaluation year. He has also pledged a firm commitment to relocating to New Bedford within the next twelve months, as required by State Law. On this basis, I concur with the unanimous recommendation of the Board of Assessors regarding his Step and Grade, waiver, and term of his appointment.

For further detail, please see the enclosed memo from CFO Ari Sky. Mr. Motta's cover letter and resume are attached for your review.

Sincerely,

Jon Mitchell  
Mayor



OFFICE OF THE CFO

ARI J. SKY  
CHIEF FINANCIAL OFFICER

CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

June 20, 2019

**TO:** Mayor Mitchell  
**FROM:** Ari J. Sky  
**SUBJECT:** Michael Motta Appointment

The purpose of this memorandum is to recommend the appointment of Michael Motta as Administrative Assistant to the Board of Assessors.

Upon notification from Carlos Amado regarding his upcoming retirement, the City advertised for a potential replacement on local and regional publications and job boards. We received five applications in response. While two were New Bedford residents, neither met the minimum qualifications for the position. Applications were vetted by an interview panel that included Kimberly Saunders, Sandra Vezina and me.

Our interviews identified one candidate whose qualifications and experience were significantly greater than the other candidates. Michael Motta is currently serving as the Principal Assessor for the Town of West Springfield and is also an elected assessor for the Town of Freetown. He is fully certified as a Massachusetts Accredited Assessor and holds a bachelor's degree in Electrical Engineering from UMASS Dartmouth. Mr. Motta's application was the unanimous recommendation of the interview committee.

Mr. Motta is currently a resident of Assonet but will relocate to New Bedford as required by statute. His skillset provides a valuable opportunity to recruit a seasoned assessor to assume a crucial role on the City's finance team. I would therefore request that Mr. Motta be granted a one-year residency waiver to allow him to relocate his residence and appointment at Step 4 for the Unit C salary schedule for this position, which would put his starting salary at \$91,436.

Thank you for your consideration in this matter and please let me know if you have any questions or would like to further discuss.

*Attachment*

Cc: S. Vezina

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Michael J. Motta ■

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Sandra Vezina, Director of Personnel  
City of New Bedford  
133 William Street, Room 212  
New Bedford, MA 02740  
May 6, 2019

Dear Ms. Vezina,

Thank you for the opportunity to submit my Resume and this letter in response to your posting for the position of Administrative Assistant to Assessors (Director of Assessing) for the City of New Bedford.

I have significant experience in the real estate field, serving as Assessor in the Town of West Springfield for the past year, as Assessor in the Town of Freetown for the past eight years, as a Field Agent for the past five years, and as a licensed Real Estate Broker for over twenty years.

My qualifications include experience in the installation and maintenance of various CAMA systems including Vision, for a number of cities and towns in Massachusetts.

I have completed the Department of Revenue Assessor Course 101, and Course 200, and I have been awarded designation as Massachusetts Accredited Assessor. I currently hold certification in MA Conflict of Interest Training, valid through March 2021.

I am well-versed in the administrative, professional, technical and supervisory work related to the valuation of residential, industrial and commercial real estate and personal property. In my current position in West Springfield, I instituted a complete revaluation of personal property, which resulted in a \$15 million dollar increase in personal property assessment.

I am an effective communicator with a direct, clear and confident approach, and am poised and professional with citizens, colleagues, management, and support staff.

I excel at both written and verbal communications, and express myself clearly in proposals, reports, training, and outreach, utilizing video, audio, Internet, public speaking, seminars, and presentations as primary tools.

I consistently exhibit a dedicated, professional attitude, am energetic and thrive on challenges.

I look forward to a meeting where I can discuss in more detail how my background and experience make me a perfect candidate for success in the position of Administrative Assistant to Assessors (Director of Assessing) for the City of New Bedford.

Sincerely,



Michael J. Motta

# MICHAEL MOTTA

## Administrative Assistant to Assessors (Director of Assessing)

Eager to Support the Initiatives of the Assessing Department for the City of New Bedford

### PROFESSIONAL PROFILE

- Experienced in the valuation, inspection, and documentation of real property, with both in-house and field experience.
- Proven track record of applying appropriate, practical mix of technologies that meet business needs while maintaining accurate and efficient data processes.
- Motivated achiever with demonstrable ability to analyze, understand, and convey the details of Mass DOR and other laws relating to the fair and accurate assessment of property.
- Outstanding project manager who coordinates communications, information, and highly skilled professionals to meet department needs and evaluate progress while assuring smooth, efficient projects and activities.
- Strong interpersonal, written, and verbal communicator who can deliver effective presentations, consult on projects, and develop and maintain collaborative relationships.
- Ability to assimilate and communicate complex procedural, legal, and technical information in an easily understood manner.
- Exceptional problem-solver with keen ability to resolve issues, provide for enhancements, analyze/define business processes for improvement, define, design, develop, and implement highly successful solutions.

### AREAS OF EXPERTISE

- |  |   |   |
|--|---|---|
| • Cross-Function Teaming   | • Energetic achiever  | • Creative thinker who initiates, structures, and negotiates profitable relationships             |
| • Organization and Operations                                      | • Continuously succeeds in establishing and exceeding department goals  | • Disseminates information accurately   |
| • Strategic Alliances and Partnering                               | • Manages multiple high-level priorities                                | • Acts as Subject Matter Expert for development and implementation of new and improved operations |
| • Fanatical Customer Service                                       | • Data-driven with expertise in detailed business protocols             | • Serves as Conduit of Information for internal and external communications                       |
| • Public speaking, panel speaker, experienced media representative | • Proficient problem-solver   |   |
| • Both team-oriented and independent work environments             | • Consensus-builder who forges critical internal and external alliances |   |
| • Budgeting & Forecasting  |   |   |
| • Multicultural Communications                                     |   |   |

### PROFESSIONAL EXPERIENCE

#### Municipal Tax Assessor, Town of Freetown, MA, Assonet, MA, 2010 to Present

- Ensure that state law is strictly adhered to regarding procedures, processes, and administration of the Freetown Department of Assessors.
- Continually review revised MA Department of Revenue regulations and policies, and review evolving case law related to taxation issues.
- Responsible for data processing RFP, evaluation and approval of bids, and ongoing administration of state-certified CAMA system.
- Monitor data systems relating to property database, to ensure data integrity and compliance with State law.
- Review and update specifications for GIS system, and ensure outside contractors are in compliance with contract specifications.
- Review and revise internal procedures as necessary, to conform with evolving Department of Revenue policies.
- Represent the Town of Freetown in appeal cases heard by the Massachusetts Appellate Tax Board
- Maintain certification as Municipal Assessor, through continuing education and training.

**Municipal Tax Assessor, Town of West Springfield, MA, West Springfield, MA, 2017 to Present**

- ◆ Manage office staff, represented by two different unions.
- ◆ Institute Personal Property revaluation, resulting in over \$15 million-dollar growth in assessment.
- ◆ Utilize Vision CAMA system and GIS system for maintenance of property records.
- ◆ Continually review revised MA Department of Revenue regulations and policies, and review evolving case law related to taxation issues.
- ◆ Responsible for data processing RFP, evaluation and approval of bids, as well as ongoing administration of state-certified Vision CAMA system.
- ◆ Monitor data systems relating to property database, to ensure data integrity and compliance with State law.
- ◆ Review and update specifications for GIS system, and ensure outside contractors are in compliance with contract specifications.
- ◆ Review and revise internal procedures as necessary, to conform with evolving Department of Revenue policies.
- ◆ Represent the Town in appeal cases heard by the Massachusetts Appellate Tax Board
- ◆ Maintain certification as Municipal Assessor, through continuing education and training.

**Field Agent, Sandcastle Field Services, 2012 to 2017**

- ◆ Inspect, measure, photograph, and document condition of residential and commercial properties.
- ◆ Collect detailed data on each property, and accurately enter it into property valuation system.
- ◆ Maintain compliance with applicable federal and state regulations, and maintain detailed reports sufficient to withstand audit and review.
- ◆ Interact with property owners to establish rapport and cooperation in obtaining access to property, and collection of required data.
- ◆ Professionally and compassionately discuss status of delinquent mortgage accounts, and re-establish lines of communication between borrower and mortgage holder.
- ◆ Conduct face-to-face meeting with owners of delinquent and distressed properties, explore effective and reasonable mutually beneficial solutions, offer incentives to owners and residents for a timely agreement, negotiate contract to resolve issues, monitor compliance with agreement.

**Technical Assistant Specialist, Fall River Office of Economic Development, Fall River, MA, 2016 to 2017**

- ◆ Provide strategic planning, business development, marketing, communications, and general-management services to federally-funded SBA MicroLoan grant program.
- ◆ Maintain budget, coordinate organizational and grant-mandated goals to insure performance and compliance.
- ◆ Understand federal laws relating to MicroLoan program, continually review additions and changes to the law, and ensure Program and client compliance.
- ◆ Document and record activities, to ensure complete and successful yearly federal audit.
- ◆ Function as clients' primary technical Subject Matter Expert.
- ◆ One-year, grant-funded position.

**Business Liaison, City of Fall River, Fall River, MA, 2014 to 2015**

- ◆ Utilize cross-functional team approach and cross-cultural communications programs to improve the relationship between local businesses and the City of Fall River.
- ◆ Apply diplomacy and firm change-management skills while taking stock of political overtones.
- ◆ Meet with business leaders, federal, state, and local delegation, and present challenges and solutions for improving the business climate of the City.
- ◆ Utilize traditional, Internet, and social marketing to increase public awareness of local businesses.
- ◆ Serve as liaison between business owners and City departments, to break through barriers to business expansion.
- ◆ One-year contract position.

**EDUCATION and TRAINING**

- ◆ Bachelor of Science Program Electrical Engineering Technology – University of MA, Dartmouth, MA
- ◆ Department of Revenue Municipal Assessor Course 101 & 200 – Commonwealth of Massachusetts
- ◆ Massachusetts Accredited Assessor Certification – Massachusetts Association of Assessing Officers
- ◆ Practice Workflow and Information Management Redesign Specialist – Bristol Community College
- ◆ Construction Supervisor License Program – Commonwealth of Massachusetts
- ◆ Real Estate Broker License (1986 to 2013) – Commonwealth of Massachusetts
- ◆ Massachusetts Class D (Passenger) Driver's License