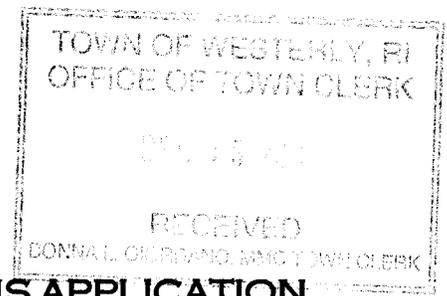


OFFICE OF TOWN CLERK  
TOWN OF WESTERLY  
45 BROAD STREET  
WESTERLY, RI 02891



## BOARDS, COMMITTEES AND COMMISSIONS APPLICATION

THIS FORM IS TO BE USED BY PERSONS INTERESTED IN SERVING ON THE VARIOUS COMMITTEES OF THE TOWN. IT WILL BE KEPT ON FILE THROUGHOUT THE TERM OF THE CURRENT COUNCIL AND WILL BE POSTED ON THE TOWN'S WEBSITE.  
(APPLICANTS MUST BE REGISTERED VOTERS OF THE TOWN OF WESTERLY)

NAME OF BOARD/COMMITTEE/COMMISSION: Finance Board

APPLICANT'S NAME: Kenneth J. Swain

ARE YOU A REGISTERED VOTER IN THE TOWN OF WESTERLY? Y  N   
*(BOARD OF ASSESSMENT REVIEW (§5-27) REQUIRES MINIMUM FIVE-YEAR RESIDENCY)*

DO YOU RESIDE IN THE TOWN OF WESTERLY YEAR ROUND? Y  N

ARE YOU PRESENTLY SERVING ON A TOWN OF WESTERLY BOARD, COMMITTEE, OR COMMISSION: Y  N

IF YES, PLEASE SPECIFY NAME(S) OF BOARD, COMMITTEE, OR COMMISSION:  
n/a

PLEASE LIST ANY RELEVANT QUALIFICATIONS, EXPERTISE, EXPERIENCE, AND EDUCATIONAL BACKGROUND YOU WOULD BRING TO THIS POSITION:

See attached resume.

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION OR VOTING ON ANY PARTICULAR MATTER(S) THAT MAY COME BEFORE SAID BOARD, COMMITTEE OR COMMISSION BECAUSE OF A POSSIBLE CONFLICT OF INTEREST? Y  N

IF SO, PLEASE EXPLAIN. n/a

PROVIDE A BRIEF EXPLANATION OF YOUR INTEREST IN THIS BOARD:

I believe the Finance Board performs a vital roll of checks-and-balances for the financial wellbeing of our community. As a previous member of this Board, I have developed an understand of the cost of Municipal Government and the School Dept.

  
SIGNATURE OF APPLICANT

12/6/2016  
DATE

\*\*\*\*\*

**PROFESSIONAL OBJECTIVE-** To continue my professional experience, in a position which will enable me to utilize my problem-solving, decision-making, and analytical skills, while effectively interacting and communicating with people to achieve organizational objectives.

**WORK HISTORY**

**1990-Present Tax Assessor - Town of Charlestown, RI**

Duties include; supervision and administration of day-to-day operations within the department. Establish and implement the department's operating budget.

Maintain all property records; Real Property, Business Tangible, and Motor Vehicle.

Administer state and local property and personal tax exemptions.

Develop all property studies requested by Town Administrator, Department Officials, Town Council and local committees.

Assist with documentation for property acquisitions made by the Town.

Review property assessment appeals for fair and equitable property valuations.

Prepare all advanced property assessment appeals to the Tax Board of Review; advise Board members regarding appeals.

Prepare formal statements/testimony for Superior Court hearings of property assessments.

Utilize Geographical Information System, (GIS), software for analyzing property value trends.

Design procedures, write specifications, and manage all aspects of the tri-annual property revaluations.

**1993-Present Information Technology Coordinator – Town of Charlestown, RI**

Hands-on supervision of all computer and telecommunications network components.

Assist end-users with software requirements for individual departments.

Research, purchase, and install computer hardware and software.

Establish and implement the annual computer maintenance budget.

Trouble-shoot problems associated with software and hardware implementation.

**2000-2010 Tax Collector – Dunn's Corners Fire District, Westerly/Charlestown, RI**

Prepare fire district tax base and implement tax collection processes.

Assist Operating Committee in developing and managing office budget.

Report the district's assessments and collections at the annual district meeting.

**1998-2015 Chairman / Vice Chairman, Finance Board – Town of Westerly, RI**

Collaborate with Town Manager to design, review, and recommend adjustments for an effective and fiscally responsive budget for the Town Council and community.

When necessary, meet with department officials to obtain clarification of all proposed budgets.

**1996-1998 Member, Tax Review Board - Town of Westerly, RI**

Work with the Board members, property owners, attorneys, expert witnesses, and Tax Assessor to establish fair and equitable property valuations through the formal tax assessment appeal process.

**1985-1990 Real Estate Appraiser / Office Manager – Tally-Ho Realty & Appraisal**

Performed various real estate appraisals (URAR, Relocation, Narrative and Estate reports) for multiple financial institutions. Maintained apartment rental listings and property management activities for entire office staff.