



Thomas A. Golden, Jr.
City Manager

Shawn Machado
Assistant City Manager

July 23, 2024

Mayor Daniel Rourke
and
Members of the City Council

RE: Board of Assessors

Dear Mayor Rourke and Members of the City Council:

Pursuant to the authority granted to me under the City Charter (Section 24) and Massachusetts General Laws Chapter 41, section 24, it is with pleasure that I am appointing Amy Lombardo as a member of the Board of Assessors, to fill the unexpired term of Regan Flood, which term expires January 23, 2027.

Confirmation by the City Council is required for this appointment and is hereby requested.

I would be happy to answer any inquiries that you may have concerning this appointment.

Very truly yours,

Thomas A. Golden, Jr.
City Manager

Encl.

cc: City Clerk
Board of Assessors
City Auditor

Law Dept.
Human Relations Manager
MIS

Amy Lombardo

OBJECTIVE: To obtain a professional position that would enhance and utilize my skills to contribute to the success of a growing company utilizing my knowledge of the Real Estate Market.

EDUCATION: **Middlesex Community College – Lowell, MA**
Associate Degree in Communications

JMB Real Estate Academy
Massachusetts Certified Appraisal License
New Hampshire Certified Appraisal License
Courses taken as Required by Each State

DOR Course 101
Completion of the Introduction to Assessment

EXPERIENCE:

April, 2024 – Present

Assessor – City of Lowell

Duties Include: Identify and value recently sold properties, improved properties, and properties under construction.

Listed and measured real estate sales and building permits; conducted property data verification inspections.

Review sales data from buyers, sellers, and brokers; generated sales reports. Review of Multiple Listing Service Sales.

Administrative work related to personal property; listed, maintain values, and update personal property records.

Conduct quality control of contractor's field work for cyclical program.

Prepare various reports for Board of Assessors.

2006-Present

Reliable Appraisal Services -Dracut, MA

Owner/ Certified R.E. Appraiser

After years of appraising experience, I have established Reliable Appraisal Services, Real Estate Appraisal Company.

Responsible for maintaining a client database, review properties and assess values for banks, mortgage companies and lawyers. Strong knowledge of appraiser guidelines, property tax and government regulations. Inspect homes for condition, quality of construction and components. Collaborate with real estate agents, homeowners and banks in managing appointments. Utilize various techniques to attain appraised values. Analyze area market trends. Analyze neighborhoods and surrounding homes. Analyze contracts for real estate transactions. Analyze deeds and other legal documents that pertain to each property.

Review Reports before they are completed. Strong knowledge of GIS databases. Utilize ACI software with various sketching programs.

HUD approved appraiser. Maintain accounts payable and receivables for Reliable Appraisal Services. Manage banking and day to day operations for Reliable Appraisal Services.

1999-2006

Grantor's Domain Real Estate & Appraisals - Dracut, MA

Independent Contractor working as a Real Estate Appraiser

While working as an independent contractor, I utilized various techniques to attain appraised values for area banks, lending institutions and mortgage companies.

2000-2002

Norkom Technologies – Burlington & Boston, MA

Senior Administrative Assistant

While working as a part time Real Estate Appraiser I obtained a position working with and Supporting the Vice President. Duties included but not listed to accounts payable and receivable, purchasing orders, supporting the sales team and analytical team, booking travel, assisting the HR department with duties that included employee insurance, payroll and benefits. Organizing expenses for corporate credit card and maintaining good relationships with corporate offices in Dublin Ireland.

1996-1999

Grantor's Domain Real Estate & Appraisals - Dracut, MA

Office Manager / R.E. Appraiser

Responsible for day-to-day operations of Grantors Domain. Duties included: Tracking and assignment or daily appraisal orders, review of completed appraisal, working with MLS, Internet Listings, Bankers & Tradesman. Conducted office Interviews, established a tracking system for appraisal orders, maintained excellent client relationships with numerous lenders and mortgage brokers throughout the New England area.

Current

Computers/Software Experience

Windows XP, Microsoft Word, Microsoft Excel, Outlook. Familiarity with ADP, ACI Appraisal Software, GIS Systems, Google Searches, Multiple Listing Services in MA & NH, Paint, XML conversions, Adobe, Vision, Munis, RRC and Pictometry. Various systems utilized to upload Appraisals into client databases. Various online search engines, Mapping systems along with Census Tract tools.