

ASSESSORS 011410*Personnel Services*

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Wages Clerk for Minutes
Longevity

Total

Expenses

Map Updating
PP & RE Interim Inspections
Data Cloud Software
Printing
Supplies and Expenses
Postage
Dues and Subscriptions
Meetings
Administrative Expense
Mileage Reimbursement

Total

TOTAL BUDGET

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
\$84,599	\$77,788	\$82,217	\$87,678	\$91,886	\$ 93,610	
\$38,448	\$42,421	\$42,435	\$37,241	\$43,704	\$ 44,498	
\$0	\$92	\$0	\$0	\$0	\$ -	
\$213	\$283	\$351	\$301	\$400	\$ 400	
\$0	\$0	\$750	\$0	\$750	\$ 750	
\$123,260	\$120,584	\$125,753	\$125,220	\$136,739	\$139,258	\$0
\$2,300	\$2,532	\$2,300	\$2,895	\$3,600	\$3,600	
				\$19,900	\$23,650	
				\$5,555	\$7,380	
\$0	\$0	\$0	\$0	\$800	\$800	
\$1,446	\$1,612	\$1,660	\$1,820	\$1,400	\$1,900	
\$241	\$467	\$663	\$627	\$600	\$700	
\$200	\$235	\$375	\$460	\$350	\$475	
\$1,508	\$1,733	\$607	\$1,066	\$4,100	\$5,000	
\$642	\$336	\$506	\$979	\$1,037	\$1,058	
\$263	\$165	\$187	\$366	\$500	\$575	
\$6,600	\$7,080	\$6,297	\$8,214	\$37,842	\$45,138	\$0
\$129,860	\$127,664	\$132,050	\$133,434	\$174,581	\$184,396	\$0

Note: Data Cloud has an additional one time fee of \$550 to integrate with Nearmap, the yearly license fee is \$137.50 and laser equipment cost
Note: RE Interim includes 100 residential parcel insp & 25 commercial/industrial insp

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

To record, value and maintain current and correct values and information on all real estate and personal property located in Millis. Create parcels and parcels id's as subdivision or new street and parcels are created. Process excise tax information and abatements. Answer inquiries and provide information as requested from DOR, other Town Departments and the general public pertaining to the Assessor's Office. Provide required completed forms to DOR as needed/requested. Provide reports/information for the creation of bills for taxable property located in Millis.

Mailing, collecting and entering information to maintain correct and current income and expense information for all commercial and industrial properties. Mailing and collecting forms for list for personal property.

Update mapping information, submit information to mapping company to keep GIS Information current on line, work as liaison for other departments and or boards to create needed maps.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Data Collection
Data Entry
Supplemental Billing
Chapter Land Valuation
Betterments
Excise Tax & Abatements
GIS
Real Estate & Personal Property Abatements
Exemptions

Accomplishments

Describe the major describable accomplishments or measurable activities in FY23
Use statistics whenever possible

Successfully completed 5 year recertification for FY2023, working with our cama consultant and DOR representative. All requirements met within deadlines if not before.
New department assistant, in training .

Completed Supplemental Billing for Fiscal Year 2022 (2 billing cycles)

Due to inspection restrictions updated information was obtained from street reviews, sales letters (mailing of sales letters each month with about 65% return) and reviewing information in the building department. In person inspections were resumed if agreeable with property owner.

Mailed Income and Expense statements in February of 2022 for FY2023 (with about a 49% return). This process was implemented in 2020 and continues for FY2024.

All billing information for FY2022 was processed and completed prior to the requested dates.

FY24 Departmental Goals

Describe the initiatives and accomplishments planned for FY24

Continue to maintain accurate records with updated information/valuation on all new building and improvements taking place in Millis for accurate billing. Work with public to allow in person interior and exterior inspections. Implement use of Mobile Assessor and use of laser device for measuring buildings. Continue training and education for department assistant to obtain her MAA designation.

Spending Highlights for FY24

Explain any significant budget changes from FY23

Non-tax Funding

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

TOWN OF MILLIS
FISCAL YEAR 2024 BUDGET
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Teri Gonsalves	Assessor		40	13	8	1/1	\$3,641.60	\$93,610.40			\$93,610.40
Liz Rand	Admin. Assistant		35	6	4	1/18	\$1,731.80	\$44,497.60		\$750.00	\$45,247.60
Camille Standley	BOA Secretary		6	10	14	9/14	27.65				\$400.00
SUBTOTAL/TOTAL								\$138,108.00	\$0.00	\$750.00	\$139,258.00

\$138,858.00

TOWN OF MILLIS
FISCAL YEAR 2024 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
D810	Laser Measuring Device- interacts with Mobile Assessor one time intergration fee yearly license fee	1		NEW	\$ 700 \$ 350 \$ 88
					\$ 1,138.00