

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>	<b>FORM #1</b> <b>DEPARTMENT SUMMARY</b>
<b>DEPARTMENT: ASSESSOR</b>	
<p><b>BRIEF OVERVIEW/SUMMARY OF REQUESTS:</b></p> <p>Increases of Salary due to Step increases on anniversary dates Increases of Longivity pay due to Personnel plan and employees anniversary dates Attend conferences and meetings</p>	

TOWN OF MILLIS

FISCAL YEAR 2018 BUDGET

FORM #2

BUDGET NARRATIVE\*

DESCRIPTION OF FUNCTION OR ACTIVITY

See Page 2

**STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2018**

Inspection of permits and valuation in the town, checking on percentage of completion.

The Assessor must keep her certification required credits up to date each year by attending specialty courses that relate to assessing and Department of Revenue updates.

The departments Assistant should attend clerical meetings throughout the year.

**FUNDING PLAN**

Assess all of Millis for taxes purposes

**PERFORMANCE ACCOMPLISHMENTS**

New Growth was estimated around \$200,000 total new growth was \$467,000+  
This was from the two major subdivisions in town, and permits.

Certification of the Preliminary and Actual Values for FY17 completed on time.

Continually work with developers that are searching for land in Millis.

\* Attach additional sheets as necessary

DESCRIPTION OF FUNCTION OR ACTIVITY  
See Page 2

Currently we have a desktop CAMA (VISION) database and have recently installed a Personal Property database. The Real Estate database allows the department to update values, sales and run State required reports. The Personal Property database is cloud based and the department can now update ownerships and which also allows an easier access for the Treasurer to look up ownership values and names. The department also has an online mapping program that allows us to do a Certified Abutters list for departments and outside applicants.

All the work which is done internally throughout the year creating the final new growth which is certified by the Department of Revenue (DOR). This past year New Growth was an estimated projection of \$200,000 with approved \$467,000. My department of (2) myself and my assistant worked very hard to get that number by looking at at construction, sales and building permits.

The Assessor has standard, and regulatory guidelines dictated by the Department of Revenue (DOR) Not only it is a math, science observation of skills but determining a value as well. A crucial component in this department is keeping up to date with the Legislature and Department of Revenue by attending seminars and conferences.

FY18 is our revaluation year where the approved Vendor goes through an intense look at Residential, Commercial and Industrial properties by: Age, Style, Sales and Type. The vendor and the department work close together to get approval from the DOR.

The purpose of a Revaluation is to distribute the tax burden in an equitable way. This is done every 3 years now being changed to every 5 years. During an interium year the Assessor looks at sales and adjusts values accordingly, then is approved by the DOR.

When owners receive their Actual Tax Bill (end of December) and if they apply for an abatement typically within 30 days, the Assessor does an internal inspection of the property. Abatements are not on just the land or the building but on its total value of the property.

Other department functions are:  
Commitment of Motor Vehicle bills (9,600) FY17

Process MV abatements

Update VISION and MUNIS system with ownerships, new parcels and building permits.

Review and process Chapter parcels and applications.

Review and process Exemption applications for Veterans, Sr and Vet. Work off program, Seniors.

Converting from the VISION system to the MUNIS program the Preliminary and Actual billing.

Update Exemptions in the MUNIS system and process reports to balance all numbers.

Submit any updates for the GIS mapping program for vendor to process on the online database.

submit updated GIS maps for hard copies, each department may request a copy.

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

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GENERAL FUND

FY 2015  
ACTUAL  
EXPENDITURES

FY 2016  
ACTUAL  
EXPENDITURES

FY 2017  
REVISED  
\*\*\*BUDGET\*\*\*

FY 2018  
DEPARTMENT  
REQUEST

ASSESSORS SALARY

SALARIES

0114151 510200 SALARY DEPARTMENT HEAD	72,368.26	75,281.78	75,731.52	82,122.40
0114151 510300 SALARIES CLERICAL	38,822.13	40,354.52	40,581.10	44,023.00
0114151 510350 SALARIES CLERICAL OVERTIME	.00	.00	.00	0
0114151 510553 WAGES CLERK FOR MINUTES	371.70	324.50	400.00	400
0114151 510600 LONGEVITY	.00	300.00	600.00	1300
TOTAL ASSESSORS SALARY	111,562.09	116,260.80	117,312.62	127,845.40



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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

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GENERAL FUND

FY 2015  
ACTUAL  
EXPENDITURES

FY 2016  
ACTUAL  
EXPENDITURES

FY 2017  
REVISED  
\*\*\*BUDGET\*\*\*

FY 2018  
DEPARTMENT  
REQUEST

ASSESSOR EXPENSE

EXPENSES

0114152 520185 MAP UPDATING	1,800.00	5,020.12	1,950.00	2200
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	
0114152 540100 PRINTING	500.00	250.00	500.00	700
0114152 540150 BOOK BINDING	.00	.00	.00	
0114152 540400 SUPPLIES & EXPENSES	1,217.38	1,038.62	1,200.00	1200
0114152 540450 POSTAGE	288.45	161.29	200.00	300
0114152 540500 ADVERTISING	.00	.00	.00	
0114152 540700 DUES & SUBSCRIPTIONS	130.00	100.00	160.00	160
0114152 540710 MEETINGS	1,511.38	525.43	1,200.00	900
0114152 540900 ADMINISTRATIVE EXPENSE	918.00	936.00	936.00	936
0114152 570500 MILAGE REIMBURSEMENT	26.12	51.85	250.00	200
TOTAL ASSESSOR EXPENSE	6,391.33	8,083.31	6,396.00	6596

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #4 - EXPENSE  
JUSTIFICATION & SUPPORTING DETAIL

DEPARTMENT: ASSESSOR

BUDGET #

CODE	DESCRIPTION	BUDGET REQUEST
520485	MAP UPDATING - ANNUAL	2200
540100	PRINTING	700
	450 (LARGE SCALE AND SMALLER SCALE MAPS)	
	250 NORFOLK REGISTRY OF DEEDS	
540400	SUPPLIES AND EXPENSES	1200
540450	POSTAGE	300
	MAILING MAILING REMINDERS TO HOMEOWNERS FILING EXEMPT AND CHAPTER APPLICATIONS, ALONG WITH MOTOR VEHICLE ABATEMENTS	
540700	DUES AND SUBSCRIPTIONS	160
	ASSOCIATION DUES, 1 ASSESSOR, 1 CLERK \$100.00	
	NORFOLK MAAO DUES \$60.00	
540710	MEETINGS	900
	CONFERENCES, VISION CONFERENCES AND WORKSHOPS	
540900	ADMINISTRATIVE EXPENSE	936
	BOARD OF ASSESSORS STIPENDS	
570500	MILEAGE REIMBURSEMENT	200
	SITE VISITS, PERMITS AND CONFERENCES	

**TOWN OF MILLIS**  
**FISCAL YEAR 2018 BUDGET**

FORM #5 EQUIPMENT DETAIL

DEPARTMENT:	ASSESSOR
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ASSESSMENT		ASSESSOR				
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST	

## 0114151 - ASSESSORS

## FORM 6

## FY2018 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	July 1, 2017 Hours	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2018	Longevity	Total Dollars For FY2018	Round Up
Dumont 6/6/11	TG13	7	40.00	6/6	49	3	\$ 1,577.20	\$ 1,613.20		\$ 77,282.80	\$ 4,839.60	\$ 82,122.40	\$ 650.00	\$ 82,772.40	82,773
Kennally 1/24/12	TG6	8	35.00	1/24	30	22	\$ 23.96	\$ 24.50		\$ 25,158.00	\$ 18,865.00	\$ 44,023.00	\$ 650.00	\$ 44,673.00	44,673
Standley	TG6	TOP	0.00	9/14	52	0	\$ 25.05	\$ -							0
												\$ 126,145.40	\$ 1,300.00	\$ 127,445.40	127,446

0114151-510200 Salary DH \$ 82,122.40  
 0114151-510300 Salary Clerical \$ 44,023.00  
 0114151-510553 Wages for Min. \$ 400.00  
 0114151-510600 Longevity \$ 1,300.00  
 \$ 127,845.40

O/T \$ - 0  
 \$ 127,445.40 127,446

Paula Dumont 12-22-16  
 DEPARTMENT HEAD/DATE