

ASSESSORS 011410*Personnel Services*

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

Total

Expenses

Map Updating
Printing
Supplies and Expenses
Postage
Dues and Subscriptions
Meetings
Administrative Expense
Mileage Reimbursement

Total

TOTAL BUDGET

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
\$72,368	\$75,282	\$78,526	\$82,164	\$84,599	\$ 86,642	\$85,727	
\$38,822	\$40,355	\$42,138	\$33,587	\$38,448	\$ 40,246	\$44,304	
\$0			\$0	\$0			
\$372	\$325	\$375	\$370	\$213	\$ 400	\$400	
	\$300	\$1,300	\$1,300	\$0	\$ 650		
\$111,562	\$116,261	\$122,339	\$117,420	\$123,260	\$127,938	\$130,430	
\$1,800	\$5,020	\$2,150	\$2,500	\$2,300	\$2,300	\$3,600	
\$500	\$250	\$39	\$1,052	\$0	\$800	\$800	
\$1,217	\$1,039	\$1,071	\$740	\$1,446	\$1,200	\$1,300	
\$288	\$161	\$297	\$146	\$241	\$400	\$600	
\$130	\$100	\$130	\$150	\$200	\$180	\$275	
\$1,511	\$525	\$842	\$653	\$1,508	\$1,000	\$1,400	
\$918	\$936	\$624	\$963	\$642	\$936	\$936	
\$26	\$52	\$295	\$25	\$263	\$200	\$500	
\$6,391	\$8,083	\$5,448	\$6,229	\$6,600	\$7,016	\$9,411	
\$117,953	\$124,344	\$127,787	\$123,650	\$129,860	\$134,954	\$139,841	

DEPARTMENT:

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

The Assessor's Office operates three computers, two for the office staff and one for the public.

The department establishes values for all real and personal property located in Millis. The office uses software from VISION (real estate information - cloud based as of 1/29/2020),

MUNIS is used for taxing purposes and building permits

RRC is used for personal property (cloud based)

Mapping is provided by CAI Technologies, this mapping system is used for abutter's list and provides property record cards for the public, the mapping is available to Town employees as well as the public

Data collection and confirming measurements on all real estate (sales, permit and cyclical inspections), data input is completed by this office

Measuring impervious surfaces for new buildings or additions to existing buildings including driveways and walkway

Completing all required forms on Gateway for submitting to DOR for approval of values, new growth and annual tax rate

All commitments are processed and completed in this office (RE, PP & MV)

All abatements are reviewed and completed in this office (real estate, personal property and motor vehicles)

Mailing yearly forms (income & expense, forms of list, exemption and chapter land forms), updating and processing when returned

Updating deed information, adding new parcels, new permits and lot splits in VISION and/or MUNIS

Submitting information for map updating (lot splits, new sub divisions and PRC for new buildings)

Converting VISION data base to MUNIS for preliminary and actual billing

Data input sewer betterments and water liens during actual billing

Work with Planning processing parcel id numbers and addresses, entering the required information into VISION and/or MUNIS

Work with other departments as requested

Programs and Sub-Programs

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

See above

Accomplishments

Describe the major describable accomplishments or measurable activities in FY19 or CY20. Use statistics whenever possible.

FY21 Departmental Goals

Describe the initiatives and accomplishments planned for FY21

The next recertification is for Fiscal Year 2023, I will need to review what is noted the in the directives from the last recertification and the status of the directives. Begin the real estate cyclical process that needs to be completed in a 10year cycle (my understanding is this was completed for FY2020). Complete and maintain records for the new building that is currently taking place in Millis (Glen Ellen, Acorn Place and other building projects). Begin the review process to update the exemptions that are available in Millis (changes may need to be presented to Town Meeting for approval)

Spending Highlights for FY21

Explain any significant budget changes from FY20

The mapping increase is due to the cost of adding new structure outlines to the updated maps (PRC are provided and aerial view is used to place the structures), meeting increase, cost of continuing education has increased and I would like E. Baczkowski to attend more training, the increase in mileage is due to the anticipated inspections and training, postage the increased cost in postage and mailing of postcard to properties that are scheduled for inspection

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 2021 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
T M Gonsalves	Assessor	\$82,400.00	40	TG13	5	1/1	80 Hours	\$85,726.56			\$85,726.56
E. Baczowski	Department Asst	\$40,245.90	35	TG6	5	4/25	42/35@24.14 & 10/35@24.70	\$44,303.70			\$44,303.70
Standley	Minutes	\$400.00		TG6		9/14	25.05	\$400.00			\$400.00
SUBTOTAL/TOTAL								\$130,430.26	\$0.00	\$0.00	\$130,430.26

\$130,430.26