

**ASSESSORS 011410**

*Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head	\$72,368	\$75,282	\$78,526	\$82,164	\$83,829	\$ 87,292	
Salaries Clerical	\$38,822	\$40,355	\$42,138	\$33,587	\$45,014	\$ 40,246	
Salaries Clerical OT	\$0			\$0	\$0		
Wages Clerk for Minutes	\$372	\$325	\$375	\$370	\$400	\$ 400	
Longevity		\$300	\$1,300	\$1,300	\$1,300	\$ 650	
<b>Total</b>	<b>\$111,562</b>	<b>\$116,261</b>	<b>\$122,339</b>	<b>\$117,420</b>	<b>\$130,543</b>	<b>\$128,588</b>	<b>\$0</b>

*Expenses*

Map Updating	\$1,800	\$5,020	\$2,150	\$2,500	\$2,200	\$2,300	
Printing	\$500	\$250	\$39	\$1,052	\$700	\$800	
Supplies and Expenses	\$1,217	\$1,039	\$1,071	\$740	\$1,200	\$1,200	
Postage	\$288	\$161	\$297	\$146	\$300	\$400	
Advertising	\$0			\$0	\$0		
Dues and Subscriptions	\$130	\$100	\$130	\$150	\$160	\$180	
Meetings	\$1,511	\$525	\$842	\$653	\$900	\$1,000	
Administrative Expense	\$918	\$936	\$624	\$963	\$936	\$936	
Mileage Reimbursement	\$26	\$52	\$295	\$25	\$200	\$200	
<b>Total</b>	<b>\$6,391</b>	<b>\$8,083</b>	<b>\$5,448</b>	<b>\$6,229</b>	<b>\$6,596</b>	<b>\$7,016</b>	

**TOTAL BUDGET**

	\$117,953	\$124,344	\$127,787	\$123,650	\$137,139	\$135,604	
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DEPARTMENT:

**BUDGET NARRATIVE****Description of Department Function**

The Assessor's office operates with 3 computers. Two are used for next years data input VISION and the other is the counter computer for prior year values used by outside. The office also has on their desktop Real Estate Research Personal Property.

The VISION database allows the department to update values, sales and run State required report.

MUNIS is used for taxing purposes only as well as building permits.

The Personal Property database is cloud based and the department can update ownerships.

GIS is the online mapping program which allows the Assessor to do a Certified Abutters list and is available for the public.

All the work is done internally throughout the year creating the final new growth which is certified by the Department of Revenue (DOR). Deadlines to enter and inspect permits is July 1<sup>st</sup> (but the Preliminary bill process needs to be done prior to the deadline).

All Real Estate abatements filed the Assessor has 3 months to review and inspect properties. Inspect all new permits and also data input sketches and new construction.

Besides creating up to date values, lot splits, combines, data entry of deeds, updating address changes. The Assessor office also processes Exemptions and Senior/Veterans exemptions which this year totaled over 80.

Other important functions include:

Processing, reviewing and commitments of over 10,000 motor vehicles

Updating ownerships, adding new parcels and building permits. (Toll brothers equaled 320 new parcels in FY19). When permits are pulled for i.e. (Toll Brothers properties) the Assessor changes in VISION the parcel from Future to Active and manually updates MUNIS with the required data. This allows the Building department to enter a permit for cash flow.

Review and process Chapter applications

Converting the VISION database to MUNIS on Preliminary and Actual billing

Updating all Exemptions in MUNIS and process reports to balance all number

Data import in Gateway all numbers which includes; Certification, MLM exemptions, Sales reports.

Data import Sewer betterments and Water liens during Actual billing.

Submit and update the new lot splits, and new subdivisions to GIS for map updates, also working with the Planning board processing Parcel ID numbers and Addresses and entering them in VISION and manually enter in MUNIS for permits.

Work with other departments requests; maps, property cards, abutters list.