

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #1 DEPARTMENT SUMMARY			REVISED 1/14/2014
DEPARTMENT: ASSESSOR		BUDGET #			
	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 REQUEST	TA RECMD
SALARIES	100,986.08	101,420.01	104,348.00	113,048.00	
EXPENSES	5488.00	5482.29	7060.00	7096.00	
TOTALS	106,474.08	109,390.00	111,408.00	120144.00	

**BUDGET COMMENTS:**

The Assessor's office throughout the year does research and prints deeds for other departments, the increase in expenses is adding \$500.00 for the printing of deeds.

**TOWN OF MILLIS  
FISCAL YEAR 2015 BUDGET (ASSESSOR)**

**FORM #2  
BUDGET NARRATIVE\***

**DESCRIPTION OF FUNCTION OR ACTIVITY**

The office is responsible in measuring real and personal property and to insure that owners of such property all pay their fair and equitable share of the tax burden based on those values.

Responsible for meeting certification requirements set by the Dept. of Revenue. Revalue all properties yearly and once every three years undergo a state recertification audit. Every nine years properties are also required to have a complete inspection.

The Assessor's office not only values properties but is also responsible for: Motor Vehicle and Real Estate abatements, Motor Vehicle commitments and conversion to the Tax Collector site, data entry of all sales, permits, and inspections of properties, yearly map updates, address changes along with data entry into the Tax Collectors billing system. This office provides services to all departments in the Town of Millis, in addition to making ourselves available to assist homeowners, realtors, appraisers and refinancing companies, in person and telephone. The Board of Assessors certifies all required documentation to the Department of Revenue.

**STATEMENT OF SPENDING HIGHLIGHTS**

The Assistant Assessor goal is to inspect and value all permits throughout Millis and inspect all properties that may not be 100% complete from the prior year.

The Assistant Assessors must keep her certification required credits up to date each year by attending various courses.

**FUNDING PLAN**

Maps and print outs of property record cards along with abutters list request typically are \$600 a year. This yearly income goes into the General Fund.

**PERFORMANCE ACCOMPLISHMENTS**

New Growth was estimated to be \$100,000, actual \$205,000.

\*Attach additional sheets as necessary

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 8

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
ASSESSORS SALARY				
-----				
SALARIES				
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0114151 510200 SALARY DEPARTMENT HEAD	63,052.48	66,185.49	66,708.00	12372.40
0114151 510300 SALARIES CLERICAL	37,084.15	35,234.52	35,790.00	38826.20
0114151 510350 SALARIES CLERICAL OVERTIME	486.95	.00	1,250.00	1250.
0114151 510553 WAGES CLERK FOR MINUTES	.00	.00	600.00	600
0114151 510600 LONGEVITY	362.50	.00	.00	
TOTAL ASSESSORS SALARY	100,986.08	101,420.01	104,348.00	113048.60

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
ASSESSOR EXPENSE				
-----				
EXPENSES				
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0114152 520185 MAP UPDATING	.00	2,046.70	1,500.00	1800
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	0
0114152 540100 PRINTING	104.70	-246.50	500.00	1,000
0114152 540150 BOOK BINDING	.00	.00	.00	0
0114152 540400 SUPPLIES & EXPENSES	2,243.84	1,311.52	1,200.00	1,200
0114152 540450 POSTAGE	178.58	243.02	200.00	200
0114152 540500 ADVERTISING	760.35	.00	100.00	100
0114152 540700 DUES & SUBSCRIPTIONS	355.00	225.00	160.00	160
0114152 540710 MEETINGS	839.03	-849.86	1,500.00	1,200
0114152 540900 ADMINISTRATIVE EXPENSE	900.00	900.00	900.00	936
0114152 570500 MILAGE REIMBURSEMENT	106.98	152.69	1,000.00	500
TOTAL ASSESSOR EXPENSE	5,488.48	5,482.29	7,060.00	7096

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: ASSESSOR		BUDGET #	
CODE	DESCRIPTION		BUDGET REQUEST
520185	MAP UPDATING - ANNUAL		1,800.00
520200	MAINTENANCE CONTRACT/REPAIRS		-
540100	PRINTING (Large scale and smaller scale maps) Norfolk reg deeds		1,000.00
540150	BOOK BINDING (stopped 2005)		-
540400	SUPPLIES & EXPENSES (Copy machine (1), and Printers (3) ink cartridges; basic office supplies		1,200.00
540450	POSTAGE (Mailing of reminders to homeowners filing exemptions, chapter) and real estate abatements denials or approvals along with motor vehicle refund abatements		200.00
540500	ADVERTISING		100.00
540700	DUES & SUBSCRIPTIONS (Association dues; 1 Assessor, 1 clerk) Norfolk MAAO dues	\$100.00 <u>\$60.00</u>	- 160.00
540710	MEETINGS (MAAO Conferences, VISION Conferences and workshops)		1,200.00
540900	ADMINISTRATIVE EXPENSE (Stipends, 3 Board members)		936.00
570500	MILEAGE REIMBURSEMENT (Site visits, permits, and conferences)		500.00
PAGE TOTAL			7,096.00

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: ASSESSOR		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLAC	EQUIP. REQUEST
PAGE TOTAL					

TOWN OF MILLIS ASSESSOR OFFICE

FISCAL YEAR 2015 BUDGET

PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
		FY 2014				FY 2015 w/steps					
DUMONT, PAULA	ASSESSOR	\$ 66,708.00	40	13	5	6/3/14	\$ 72,372.40	\$ 72,372.40			\$72,372.40
KENNALLY, LESLEY	ASST CLERK	\$ 35,790.00	35	6	5	1/23/14	38,826.20	\$ 38,826.20			\$38,826.20
STANDLEY, CAMILLE	ASST CLERK	\$ 600.00	10	0	0		600.00	\$ 600.00			\$600.00
OVERTIME		\$1,250.00					1250.00	\$ 1,250.00			\$1,250.00
SUBTOTAL/TOTAL		\$ 104,348.00						\$113,048.60	\$0.00	\$0.00	\$113,048.60