

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET	FORM #1 DEPARTMENT SUMMARY	<input type="text"/>
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DEPARTMENT: ASSESSOR	BUDGET #
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		FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 REQUEST		TA RECMD
SALARIES		106,881.84	111,562.09	117,498.50	117,312.62		
EXPENSES		6366.24	6391.33	7060.00	6396.00		
<b>TOTALS</b>		<b>111,408.00</b>	<b>117,953.42</b>	<b>124558.50</b>	<b>123708.62</b>		

**BUDGET COMMENTS:**

Step Increases on anniversary dates  
 Longevity Increase - Paula Dumont and Lesley Kennally

**TOWN OF MILLIS  
FISCAL YEAR 2017 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 (monthly) 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, and updating Building Dept ownership records. This office provides services to all departments in the Town of Millis, in addition to making ourselves available to the general public: Homeowners, realtors, appraisers and refinancing companies in person and on the telephone.

With the new installed GIS online program the office assists on the telephone and in person a "how to" to the public. This program also allows the office to certify and compile Abutters list.

**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 \$297,761

Certification of the Preliminary and Actual values FY16

Assisted with information bringing two developers into town Hickory Hills subdivision and a proposed Assisted Living Facility

Compiled information on Pro's and Con's of Solar Pilot program for the Board of Selectmen

\*Attach additional sheets as necessary

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2017 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST
ASSESSORS SALARY				
SALARIES				
0114151 510200 SALARY DEPARTMENT HEAD	69,391.02	72,368.26	75,433.60	75731.52
0114151 510300 SALARIES CLERICAL	37,224.70	38,822.13	40,464.90	40581.10
0114151 510350 SALARIES CLERICAL OVERTIME	.00	.00	900.00	<del>0</del> ✓
0114151 510553 WAGES CLERK FOR MINUTES	266.12	371.70	400.00	400 ✓
0114151 510600 LONGEVITY	.00	.00	300.00	600.00 ✓
TOTAL ASSESSORS SALARY	106,881.84	111,562.09	117,498.50	117312.62

11/09/2015  
15:24:00

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2017 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST
ASSESSOR EXPENSE				
EXPENSES				
0114152 520185 MAP UPDATING	2,024.00	1,800.00	1,800.00	1950
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	
0114152 540100 PRINTING	400.00	500.00	500.00	500
0114152 540150 BOOK BINDING	.00	.00	.00	
0114152 540400 SUPPLIES & EXPENSES	991.56	1,217.38	1,200.00	1200
0114152 540450 POSTAGE	338.06	288.45	200.00	200
0114152 540500 ADVERTISING	.00	.00	<del>100.00</del>	
0114152 540700 DUES & SUBSCRIPTIONS	180.00	130.00	160.00	140
0114152 540710 MEETINGS	1,758.10	1,511.38	1,200.00	1200
0114152 540900 ADMINISTRATIVE EXPENSE	468.00	918.00	900.00	936
0114152 570500 MILEAGE REIMBURSEMENT	206.52	26.12	<del>1,000.00</del>	250
TOTAL ASSESSOR EXPENSE	6,366.24	6,391.33	7,060.00	6396

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: ASSESSOR		BUDGET #	
CODE	DESCRIPTION	BUDGET REQUEST	
520185	MAP UPDATING - ANNUAL	1,950.00	
540100	PRINTING (Large scale and smaller scale maps) Norfolk reg deeds	500.00	
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	
540700	DUES & SUBSCRIPTIONS (Association dues; 1 Assessor, 1 clerk) Norfolk MAAO dues	\$100.00 \$60.00	- 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)	250.00	
PAGE TOTAL		6,396.00	

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: ASSESSOR		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACI	EQUIP. REQUEST
PAGE TOTAL					



## WARRANT ARTICLE

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for revaluing Fiscal year 2018 property values, data collection, as required by Chapter 40, Section 56, or act in any manner relating thereto.

The Board of Assessors recommends this article.



**WARRANT ARTICLE**

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for revaluing Fiscal year 2018 property values, data collection, as required by Chapter 40, Section 56, or act in any manner relating thereto.

The next revaluation will be for FY18, we should give them appall time to start the process in FY17.

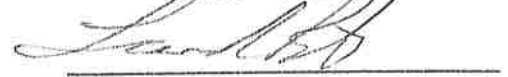

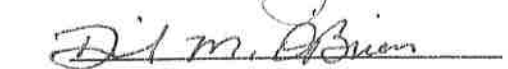
Personal Property - \$5,000

Revaluation - approximate \$51,000

The Board of Assessors recommends this article.

Date: 2-22-16

Board of Assessors

## **WARRANT ARTICLE**

**To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money for revaluing Fiscal year 2017 Personal Property values, data collection, as required by Chapter 40, Section 56, or act in any manner relating thereto.**

The Board of Assessor's recommends this article.

Date: 2-2-16

BOARD OF ASSESSORS

[Signature]  
[Signature]  
[Signature]

**WARRANT ARTICLE**

To see if the Town would authorize the Board of Assessors to change the minimum and maximum amount qualifications for Chapter 41 C elderly senior citizens on both Single and Married couples.

**Current:**

**Single**

Maximum Income 41C - Single from \$13,000 proposed change to \$17,000

Maximum Assets 41C - Single from \$28,000 proposed change to \$40,000

**Proposed:**

**Married couples**

Maximum Income 41C - Married from \$15,000 proposed change to \$20,000

Maximum Assets 41C - Married from \$30,000 proposed change to \$55,000

The Board of Assessors recommends this article.

9-21-15  
Date

BOARD OF ASSESSORS

[Signature]  
Paul M. Brown  
[Signature]

Information:

These amounts have not changed since 1999 and would coincide with the States personal Exemptions. The age would not change and would still be 70 years old or older.

Income is calculated less social security and the assets do not include the value of the home. Each applicant is required to submit a bank statement indicating income to the Assessor's office.

In addition to owning and occupying the subject property, an individual must have been continuously domiciled in Massachusetts for the 10 years preceding the application and have owned and occupied the property or other property in Massachusetts for 5 years.

Must be filed with Assessors office on or before December 15 or 3 months after actual (not preliminary) tax bills are mailed for fiscal year if later.

**WARRANT ARTICLE**

To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund a sum of money for the purchase of Personal Property software in the Assessor's office.

The Board of Assessors recommends this article.

Board of Assessors

9-21-15

Date

Lucas Bunt  
Debra M. Brown  
Paul Hays

**Information:**

This program will allow the Assessor to update the database with address changes per account, create a new account number for new businesses and deactivate for businesses that are no longer in the Town of Millis. This is all done through a secure cloud based system. Real Estate Research (the vendor) would provide support and training.

Currently the Assessor offices keep a manual and excel spreadsheet of additions and deletions of accounts which is used to notify our vendor of changes to make to the Personal Property database (which is not currently on our system). This manual spreadsheet is compared to the updated data report received from the vendor. As the data would then be entered in house directly into the software. Having this program on site would alleviate any human error, time involved and telephone calls.

Installation and training is free. Annual software support is \$1,000.