



TOWN OF MILTON

525 Canton Avenue

Milton, Ma. 02186

Tel. 617-898-4863

Fax. 617-696-6972

assessor@townofmilton.org

BOARD OF ASSESSORS

Brian M. Cronin, Chair

James A. Henderson, Vice Chair

William E. Bennett

Robert L. Bushway

Chief Appraiser

The Board of Assessors Meeting Minutes – September 15, 2016

The meeting was called to 5:30pm in the Assessor's Office of Town Hall. In attendance were Brian Cronin, William Bennett and James Henderson, all members of the Board. Also present was Chief Appraiser Robert Bushway.

Mr. Cronin presided and Mr. Bushway took the minutes.

The Board reviewed and unanimously approved the minutes of the meeting held on August 23rd.

Mr. Bushway presented the Board with documentation (attached) detailing the need for additional personnel as it pertains to property inspections. The Board and Mr. Bushway will meet with the Personnel Board on October 12th in an effort to move forward to hire a full time appraisal technician beginning in fiscal year 2018.

Mr. Bushway showed a short video of the noise complaint from the owner of 27 Pleasant Street. There is currently on-going construction of a new sub-division (roadway, foundations and new single family homes) directly abutting the taxpayer. There is constant noise of heavy equipment that the taxpayer believes devalues her property. The Board agreed to make a temporary, one year reduction of her assessed value for fiscal year 2017 due to this issue.

The Board reviewed and signed a warrant for a Norfolk County Tax per Mass General Laws, Chapter 36, Section 31 in the amount of \$231,833.35

The Board agreed to include their phone numbers and email addresses on the town's web site.

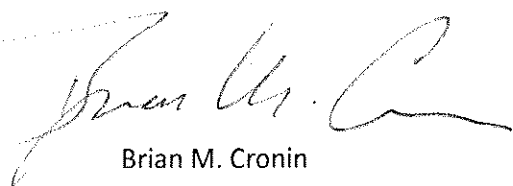
The Board signed a motor vehicle warrant for the year 2006 #5, in the amount of \$134,338.47


The Board approved a Chapter 61B annual renewal for Quarry Hills Associates.

Mr. Bushway reminded the Board that the ATB hearing for 23 Parkwood Drive is set for October 13th.

The Board voted unanimously to adjourn at 6:40pm.

Respectfully submitted, Robert Bushway.


Brian M. Cronin


James A. Henderson

William E. Bennett

The Need for a full time Appraisal Technician

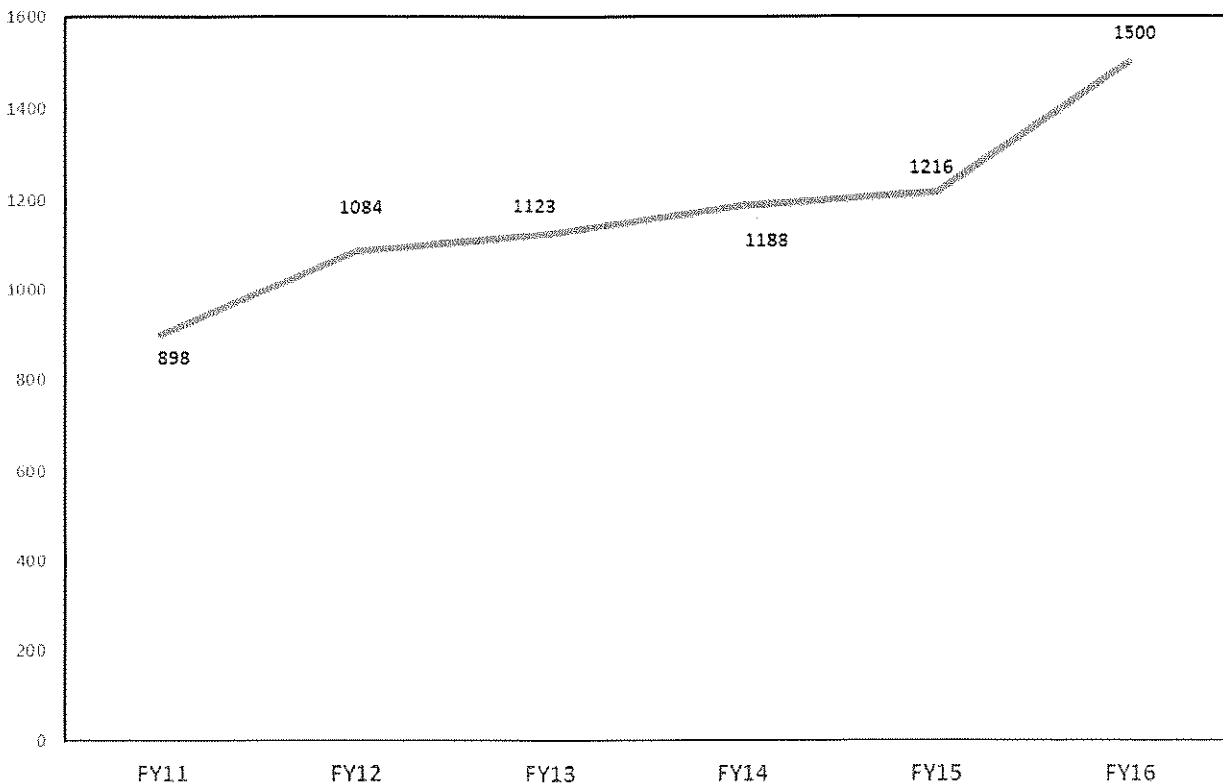
Building Permits and Sales Verifications

Each year, several hundred building permits are issued for a variety of reasons. In fiscal year 2016, there were 1,500 permits issued from the Inspectional Services Department. The Assessor's Office is responsible for physically inspecting these properties and updating the assessor's property records to reflect these changes. Increases in valuation due to building permits result in "new growth" property taxes, a vital component in the town's budget. There are also over 600 sales on an annual basis. These properties should also be inspected to determine whether they were arms length sales and to verify the condition and other characteristics at the time of sale. These properties become the comparable sales used in our market analysis to determine changes to property assessments.

Cyclical Inspection Program

Maintaining accurate property records is imperative. There are approximately 8,700 parcels of taxable real and personal property accounts in the Town of Milton. These accounts must be constantly updated to ensure accuracy. Department of Revenue guidelines mandates that every parcel in town be physically inspected every nine years. The chart below illustrates the growing demand on the office to keep up with the inspections associated with building permits:

*Number of Building Permits
FY2011 to FY2016*



Solution for a more efficient assessor's office

A full time Appraisal Technician would greatly reduce the need for a costly outside vendor. Field inspections would be better done in house, with tighter controls over a well trained Appraisal Technician with close oversight by the Chief Appraiser. In addition to building permit and property sales inspections, a cyclical inspection program would be implemented. This would reduce the costs of an outside vendor to complete this costly task. The most recent contract with Patriot Properties was \$315,000 over a three year period. The prior contractual amount with Patriot Properties was \$99,500 in FY2009.

The current office consists of two full time administrative positions and the Chief Appraiser as the department head, with no contractual assistance. It is physically impossible for one person to perform all of these outside field inspections. It is also not cost effective to have the Chief Appraiser performing field inspections. A full time data collector would free up the Chief Appraiser to perform more technical work such as analyzing market trends through sales analysis, reviewing income and expense data from the commercial sector, adjusting the cost and depreciation tables and refining neighborhood land values. The Chief Appraiser would still need to perform inspections, but it should not be the main focus of the position.

An Appraisal Technician would be expected to have prior assessment or appraisal related experience. The expectation of this position would be to perform 750-1,000 property inspections per year, and split their time approximately 70/30, with the emphasis on outside field work. The remainder of the time would be in the office preparing for their outside field work, and inputting the data changes into the assessing database. This new position would also be able to assist the Chief Appraiser on various projects and assist the assessing staff during busy times. Much of January and February would be spent working on maintenance of the personal property accounts, assisting on abatement inspections. The Appraisal Technician would be expected to participate in assessing related classes and workshops on a regular basis.

In summary, the quality of the assessment data is critical in fair and equitable property assessments. Approximately 70% of the town's revenue is generated through local property taxation. This is not a nice to have position, but mission critical in the running of the office in an efficient and competent manner. Updating and maintain the town's property record cards requires full time attention that it is currently not getting.

Not having a data collector for the town is analogous to not having a snow plow when you know there's a nor'easter coming.

TOWN/CITY OF MILTON

To the Treasurer of the County of Norfolk:

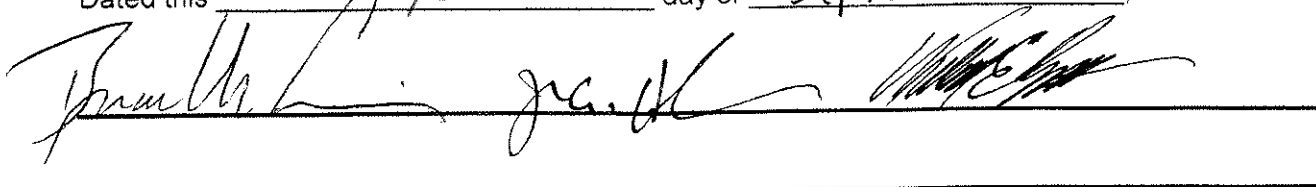
We hereby certify that pursuant to the warrant for a County Tax for the fiscal year 2017,
issued by the County Commissioners for said County and dated July 6, 2016,
our municipality's Post Office address is:

525 Canton Avenue
Milton, Ma. 02186

and the Treasurer of the Town/City of Milton is required to
to pay to the Treasurer of said County of Norfolk, according to the terms set forth therein, the
sum of \$231,833.35

that being the portion of the County tax granted by the General Court for said fiscal year,
apportioned by the County Commissioners upon the Inhabitants of said municipality.

Dated this 7 15th day of September, 2016



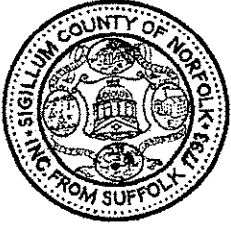
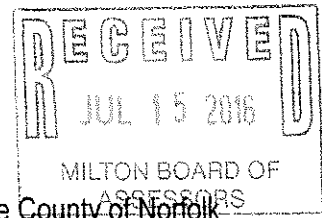
SELECTMEN OR ASSESSOR OF TAXES OF THE TOWN/CITY OF Milton

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GENERAL LAWS, CHAPTER 35, SECTION 31

"The county commissioners shall apportion and assess all county taxes among and upon the several cities and towns according to the most recent equalization and apportionment reported by the commissioner of revenue to the general court pursuant to section ten C of chapter fifty-eight, and shall, by their clerk, certify the assessments to the assessors thereof. The several amounts so apportioned and assessed shall be collected and paid similar to that of the state tax into the respective town treasuries, and the commissioners in their warrants shall require the selectmen or assessors of each town to pay, or to issue their warrants requiring the treasurer thereof to pay, to the county treasurer the amount so assessed. The county commissioners shall prescribe that one half of the total certified assessments of each city and town shall be paid on November first of each year and the remaining one half of such assessments shall be paid on May first of the next year. The selectmen or assessors of each city and town shall return a certificate of the name of the treasurer of such city or town, with the sum which he may be required to collect, to the county treasurer within the time fixed by the warrant of the county commissioners in accordance with the provisions of this section."

*Return to County Treasurer: **Joseph A. Connolly, Treasurer
County of Norfolk
614 High Street, Suite 101
P.O. Box 346
Dedham, MA**



To the Assessors of Taxes of the Town of Milton in the County of Norfolk

GREETINGS:

WHEREAS, the Norfolk County Advisory Board by majority vote at their meeting of May 25, 2016 did grant a county tax for the County of Norfolk for the fiscal year, July 1, 2016 through June 30, 2017 and did authorize the county commissioners of said county to levy as a county tax for said period the sum of \$5,998,997.00 upon the inhabitants of the County of Norfolk, to be collected and applied according to law.

AND WHEREAS, the County Commissioners of the said County of Norfolk at a meeting held in Dedham, within and for said county on July 6, 2016 did apportion the said sum so granted as a county tax aforesaid, upon the basis of apportionment established by Chapter 35, section 31 of the MGL's, to and upon the city and the several towns of said county, and ordered that the clerk of said county commissioners should forthwith certify to the assessors of the city and several towns in said county their several portions thereof according to law:

THESE ARE, THEREFORE, in the name of the Commonwealth of Massachusetts, to will and require you to assess the sum of **\$231,833.35** upon the inhabitants of the said Town of Milton, that being the portion of the County Tax granted by the General Court and apportioned by the county commissioners as aforesaid upon the inhabitants of the said town/city.

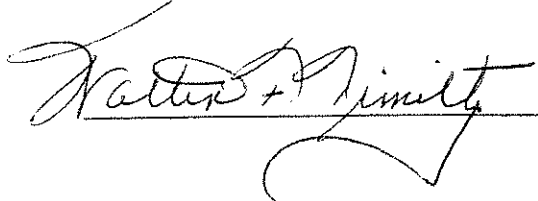
AND YOU ARE ALSO REQUIRED TO PAY or to issue your warrant requiring the treasurer of said town/city to **pay to COUNTY OF NORFOLK, 614 High Street, Suite 101, P.O. Box 346, Dedham, MA 02027-0346** according to the following schedule:

\$115,916.68 on or before the FIRST DAY OF NOVEMBER, 2016

\$115,916.68 on or before the FIRST DAY OF MAY, 2017

AND YOU ARE ALSO REQUIRED, at some time before the last day of November next, to return to said county treasurer, a certificate of the name of your Treasurer with his/her office address and the sum he/she is required to pay pursuant to this warrant.

Witness, Francis W. O'Brien, Chairman of the said County Commissioners, at Dedham, this 6th day of July, 2016.

 Clerk

cc: Board of Selectmen
Town Treasurer

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Norfolk County Commissioners · P.O. Box 310 · 614 High Street · Dedham, MA 02027-0310
Tel: (781) 461-6105 Fax: (781) 326-6480 E-mail: info@norfolkcounty.org

Assessors Offices - Community Survey

| Municipality | Total Parcels | Total Staff | Full Time | Part Time | Inspections done by | Contract out field work | FY17 Budget | Budget per parcel |
|---------------------|--------------------------|------------------------|----------------------|----------------------|---|------------------------------------|--------------------|------------------------------|
| Hopkinton | 6,134 | 3 | 3 | 0 | 1 Full Time Deputy Assessor | No | \$224,289 | \$36.56 |
| Westboro | 5,885 | 4 | 3 | 1 | 1 FT Assistant and one 19 hour inspector | No | \$238,884 | \$40.59 |
| Braintree | 12,613 | 3 | 3 | 0 | Patriot Properties \$90k/year | Yes | \$282,709 | \$22.41 |
| Hingham | 8,294 | 4 | 3 | 1 | Visions Appraisal | Vision Appraisal | | \$0.00 |
| Wellesley | 8,478 | 4 | 4 | 0 | 1 Full Time data Collector | No | \$348,301 | \$41.08 |
| Dedham | 8,587 | 5 | 5 | 0 | 1 FT Data Col/ 2 FT Specialists as needed | 10 yr reval | | \$0.00 |
| Acton | 8,606 | 4 | 4 | 0 | 1 FT data collector | Vision for reval | | \$0.00 |
| Norwood | 8,754 | 3 | 3 | 0 | 19 hr per week, part time data collector | Vision for reval | | \$0.00 |
| Easton | 8,386 | 3 | 3 | 0 | Staff and outside vendor | Yes-10k for permits | \$244,886 | \$29.20 |
| Milton | 8,435 | 3 | 3 | 0 | Chief Appraiser | No | \$249,133 | \$29.54 |