

TAX ASSESSOR

The Assessor's Office is responsible for producing an annual tax roll. The office is also responsible for the mass appraisal of real estate and personal property for tax purposes, along with the collection and maintenance of property data, including property ownership, location, size, use, physical characteristics, sales price, rents, costs and operating expenses. In addition, it consistently updates revaluation procedures on properties for required performance audits, defense of appeals, public relations and management information. The Assessor also makes periodic field inspections to identify properties and ensure that data is complete and accurate. The Assessor's office implements a full revaluation every nine years with a statistical update every three years.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
Assessor	200	\$ 56,560	\$ -	\$ 2,500	\$ 420	\$ -	\$ 9,486	\$ 302	\$ 2,153	\$ 67,114
Assessor Sr. Clerk	200	46,344	-	2,500	-	-	22,867	980	5,246	67,444
Total Assessor		102,904	-	5,000	420	-	32,353	1,282	7,400	134,559

	FY 18/19 Budget	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 YTD 12/31	FY 21/22 Budget
<u>TAX ASSESSOR (200)</u>							
<u>COMPENSATION & SALARY</u>							
200 4000 TAX ASSESSOR SALARY	\$ 54,185	\$ 58,500	\$ 54,185	\$ 58,950	\$ 56,920	\$ 27,675	\$ 59,480
200 4010 FULL TIME WAGES	45,140	36,267	45,140	48,499	48,049	22,544	48,844
200 4090 PAYROLL TAXES	7,068	6,854	7,068	7,747	7,719	3,686	7,721
200 4110 HEALTH /DENTAL INSURANCE	31,539	22,154	31,539	15,998	18,484	10,782	33,635
200 4111 HEALTH/DENTAL INS. CO-SHARE	(6,938)	(5,167)	(6,938)	(3,909)	(4,066)	(2,033)	(7,400)
200 4120 HEALTH/DENTAL INS. BUY BACK	-	-	-	-	-	-	-
200 4105 LIFE INSURANCE	250	180	250	214	250	140	250
200 4140 WORKERS COMP INSURANCE	1,642	1,494	1,642	1,573	1,740	1,752	1,802
200 4130 PENSIONS	3,139	3,008	3,139	4,681	4,945	2,375	4,295
200 4150 EYE CARE PROGRAM	350	-	350	-	350	-	350
200 5410 CELL PHONE ALLOWANCE	420	420	420	420	420	420	420
	136,793	123,710	136,793	134,173	134,811	67,341	149,396
<u>SERVICES</u>							
200 5065 CONTRACT SERVICES - TAX ROLL	\$ 1,200	\$ 830	\$ 1,200	\$ 750	\$ 766	\$ 402	\$ 790
200 5075 DUES & FEES	200	315	200	680	715	715	715
200 5090 EDUCATION	1,000	1,001	1,000	590	750	100	750
200 5230 MILEAGE/FUEL	850	543	850	362	750	144	750
	3,250	2,689	3,250	2,382	2,981	1,361	3,005
<u>SUPPLIES, MAINTEN. & OPERATIONS</u>							
200 5270 PRINTING AND COPYING	\$ 1,020	\$ 817	\$ 1,020	\$ 598	\$ 825	\$ 461	\$ 825
200 5390 SUPPLIES	480	1,145	480	1,985	1,180	1,106	1,180
	1,500	1,962	1,500	2,583	2,005	1,567	2,005
DEPARTMENT TOTALS	\$ 141,543	\$ 128,361	\$ 141,543	\$ 139,138	\$ 139,797	\$ 70,269	\$ 154,406
<u>TAX ASSESSOR REVENUES</u>							
200 3108 LAND USE PENALTY - OPEN SPACE	-	4,760	-	-	-	-	-
200 3400 REVENUES: TAX ASSESSOR	100	86	100	3,748	100	2,284	100
	100	4,846	100	3,748	100	2,284	100

TAX COLLECTOR

The Tax Collector directs and administers the statutory and ordinance responsibilities of the Office, including the planning, organizing and supervision of the billing process. This Office conducts the collection of real estate, personal property, motor vehicle taxes and other miscellaneous receivables for approximately 9,000 individual accounts. It also prepares tax bills from the Grand List furnished by the Tax Assessor. In addition, it directs the recording and collection of local property taxes, special assessments, liens, and other municipal revenues. This Office also conducts a tax sale each year for unpaid real estate taxes on local property and provides tax information for banks, attorneys and the general public.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
Collector	210	\$ 54,540	\$ 1,636	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,176
Collector Deputy	210	31,716	-	-	-	-	22,867	980	5,246	50,317
Total Collector		86,256	1,636	1,000	-	-	22,867	980	5,246	107,493

<u>TAX COLLECTOR (210)</u>		FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
		Budget	Actual	Budget	Actual	Budget	YTD 12/31	Budget	
<u>COMPENSATION & SALARY</u>									
210	4000	TAX COLLECTOR SALARY	\$ 56,252	\$ 56,476	\$ 56,252	\$ 55,094	\$ 56,299	\$ 25,996	\$ 57,176
210	4020	PART TIME WAGES	32,066	32,072	32,066	35,729	31,197	14,547	31,716
210	4090	PAYROLL TAXES	6,602	6,531	6,602	6,651	6,314	2,912	6,399
210	4110	HEALTH /DENTAL INSURANCE	9,163	17,973	9,163	21,679	22,524	13,139	23,847
210	4111	HEALTH/DENTAL INS. CO-SHARE	(2,016)	(3,985)	(2,016)	(4,769)	(4,955)	(2,478)	(5,246)
210	4105	LIFE INSURANCE	175	180	175	214	175	140	250
210	4140	WORKERS COMP INSURANCE	313	285	313	300	299	301	303
210	4130	PENSIONS	3,072	2,910	3,072	4,129	4,139	2,156	3,538
210	4150	EYE CARE PROGRAM	175	-	175	175	175	-	175
			105,803	112,442	105,803	119,202	116,167	56,714	118,158
<u>SERVICES</u>									
210	5075	DUES AND FEES	100	351	100	100	200	173	200
210	5090	EDUCATION	200	200	200	44	200	-	200
210	5010	ADVERTISING	150	-	150	-	-	-	-
			450	551	450	144	400	173	400
<u>SUPPLIES, MAINTEN. & OPERATIONS</u>									
210	5230	MILEAGE REIMBURSEMENT	\$ 100	\$ 76	\$ 100	\$ -	\$ 100	\$ -	\$ 100
210	5240	POSTAGE	1,750	1,721	1,750	1,375	1,250	991	1,250
210	5390	SUPPLIES	900	818	900	610	900	217	900
210	5392	TAX BILL EXPENSES	9,000	10,172	9,000	10,087	10,000	5,690	10,000
			11,750	12,787	11,750	12,072	12,250	6,898	12,250
DEPARTMENT TOTALS			\$ 118,003	\$ 125,780	\$ 118,003	\$ 131,418	\$ 128,817	\$ 63,785	\$ 130,808
<u>TAX COLLECTOR REVENUES</u>									
210	3400	REVENUES	\$ 8,000	\$ 7,966	\$ 8,000	\$ 9,464	\$ 8,000	\$ 4,101	\$ 8,000
			8,000	7,966	8,000	9,464	8,000	4,101	8,000
<u>TAX SALE</u>									
<u>EXPENSES</u>									
210	5225	TAX SALE EXPENSES	\$ 1	\$ 11,376	\$ 1	\$ 14,784	\$ 1	\$ 38,115	\$ 1
			1	11,376	1	14,784	1	38,115	1
<u>REVENUES</u>									
210	3401	TAX SALE REVENUES	\$ 1	\$ 10,827	\$ 1	\$ 44,548	\$ 1	\$ 38,788	\$ 1
210	3402	TAX SALE REDEMPTION	-	6,301	-	(30,478)	-	15,516	-
			1	17,128	1	14,070	1	54,304	1

G.I.S./I.T.

The GIS/IT Department is responsible for managing and maintaining the Town's geospatial database, computer and electronic communications system, and website. In addition, the Department continues implementation of the GIS through periodic updates and the establishment of a Pictometry Software System for public safety and other Town operations. The Department also continues to provide computer upgrades and a network plan system for all Town buildings.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
GIS	250	\$ 70,700	\$ -	\$ 2,500	\$ 420	\$ -	\$ 9,486	\$ 302	\$ 2,153	\$ 81,254
Total GIS		70,700	-	2,500	420	-	9,486	302	2,153	81,254

G.I.S./I.T. (250)

	FY 18/19 Budget	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 YTD 12/31	FY 21/22 Budget
<u>COMPENSATION & SALARY</u>							
250 4000 GIS/ IT DIRECTOR SALARY	\$ 46,976	\$ 55,124	\$ 46,976	59,212	\$ 60,500	\$ 30,606	\$ 73,200
250 4090 PAYROLL TAXES	3,472	4,050	3,472	4,380	4,505	2,264	5,467
250 4110 HEALTH/DENTAL INSURANCE	9,163	7,637	9,163	8,885	9,242	5,391	9,788
250 4111 HEALTH/DENTAL INS. CO-SHARE	(2,016)	(1,939)	(2,016)	(1,955)	(2,033)	(1,017)	(2,153)
250 4120 HEALTH/DENTAL INS. BUY BACK	-	-	-	-	-	-	-
250 4105 LIFE INSURANCE	125	95	125	107	125	70	125
250 4140 WORKERS COMP INSURANCE	165	150	165	158	213	214	259
250 4130 PENSION	1,484	1,748	1,484	2,645	2,862	1,448	2,913
250 4150 EYE CARE PROGRAM	175	-	175	-	175	-	175
250 5410 CELL PHONE ALLOWANCE	420	420	420	420	420	420	420
	59,964	67,285	59,964	73,852	76,009	39,396	90,194
<u>SERVICES</u>							
250 5060 CONTRACT SERVICES	\$ 48,100	\$ 52,976	\$ 48,100	\$ 53,493	\$ 56,940	\$ 47,297	\$ 63,471
250 5311 COMPUTER MAINT & REPAIRS	1,000	975	1,000	771	1,000	-	1,000
250 5090 EDUCATION/CONF/TRAVEL	250	207	250	-	200	-	200
250 5390 SUPPLIES	350	328	350	287	400	312	400
	49,700	54,486	49,700	54,551	58,540	47,609	65,071
DEPARTMENT TOTALS	\$ 109,664	\$ 121,771	\$ 109,664	\$ 128,403	\$ 134,549	\$ 87,005	\$ 155,265
<u>G.I.S. REVENUE</u>							
250 3400 MAPS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUILDING & ZONING

The Building and Zoning Department is responsible for interpreting and enforcing the State Building Codes, State Minimum Housing Codes, the Town's Zoning Ordinances, various sections of the Town's Code of Ordinances, the Americans with Disabilities Act, along with several other regulations. The Office responds to complaints, corrects violations, processes permit applications, performs plan review, examines property to ensure compliance with State and Local Ordinances and takes action to address illegal and/or unsafe conditions.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
Cert. Building Official	300	\$ 75,750	\$ -	\$ 5,000	\$ 420	\$ -	\$ 3,500	\$ -	\$ -	\$ 84,670
Zoning Deputy	300	50,902	1,527	-	-	-	22,867	980	5,246	71,030
PT B&Z Clerk	300	35,025	-	-	-	-	22,867	980	5,246	53,625
Inspector	300	7,500	-	-	-	-	-	-	-	7,500
Inspector	300	7,500	-	-	-	-	-	-	-	7,500
Total Building		176,677	1,527	5,000	420	-	49,234	1,960	10,493	224,325

		FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22
<u>BUILDING & ZONING (300)</u>		Budget	Actual	Budget	Actual	Budget	YTD 12/31	Budget
<u>COMPENSATION & SALARY</u>								
300	4000 CERT. BUILDING OFFICIAL	\$ 10,400	\$ 27,581	\$ 10,400	\$ 29,877	\$ 43,022	\$ 44,790	\$ 80,750
	RICHMOND REIMBURSEMENT (16 hrs per week)	-	-	-	(9,548)	-	(22,568)	(46,600)
300	4001 PT BUILDING INSPECTOR II	14,820	7,755	14,820	-	-	-	-
300	4010 DEPUTY BLDG. AND ZONING	48,333	49,392	48,333	50,777	51,910	15,878	52,429
300	4020 PT BLDG. AND ZONING CLERK	18,784	23,094	18,784	30,509	34,679	16,505	35,025
300	4021 ELECTRICAL INSPECTOR	7,500	7,500	7,500	7,500	7,500	3,750	7,500
300	4022 PLUMBING INSPECTOR	7,500	7,500	7,500	7,500	7,500	3,750	7,500
300	4090 PAYROLL TAXES	7,835	7,787	7,835	8,489	10,529	6,365	13,512
300	4110 HEALTH/DENTAL INSURANCE	22,375	23,031	22,375	22,414	57,390	24,401	47,694
300	4111 HEALTH/DENTAL INS. CO-SHARE	(4,923)	(5,670)	(4,923)	(4,769)	(12,626)	(4,955)	(10,493)
300	4120 HEALTH/DENTAL INS. BUY BACK	-	-	-	583	-	1,750	3,500
300	4105 LIFE INSURANCE	125	146	125	117	250	140	250
300	4140 WORKERS COMP INSURANCE	2,565	2,333	2,565	2,456	4,421	4,450	4,668
300	4130 PENSIONS	1,527	2,222	1,527	3,127	6,131	3,732	6,834
300	4150 EYE CARE PROGRAM	175	-	175	-	175	-	175
300	5410 CELL PHONE	420	420	420	420	420	420	420
		137,436	153,091	137,436	149,452	211,302	98,408	203,164
<u>TECH SERVICES</u>								
300	5075 DUES & FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	5080 STATE FEES - CE/ADA	1	23,679	1	30,103	1	5,032	1
300	5085 RADON	1	654	1	387	1	81	1
		2	24,333	2	30,490	2	5,113	2
<u>SUPPLIES, MAINTEN. & OPERATIONS</u>								
300	5010 ADVERTISING - GENERAL	\$ 1	\$ -	\$ 1	\$ 93	\$ 1	\$ 92	\$ 1
300	5060 CONTRACT SERVICES	200	-	200	-	-	-	-
300	5090 EDUCATION REIMBURSEMENT	-	-	-	-	-	-	-
300	5390 SUPPLIES	750	664	750	32	750	-	750
		951	664	951	125	751	92	751
DEPARTMENT TOTALS		\$ 138,389	\$ 178,088	\$ 138,389	\$ 180,067	\$ 212,055	\$ 103,613	\$ 203,917
<u>BUILDING & ZONING REVENUES</u>								
300	3400 REVENUES	\$ 85,000	\$ 130,969	\$ 85,000	\$ 125,195	\$ 330,000	\$ 73,593	\$ 130,000
300	3400 REVENUES- COMMERCIAL SOLAR	-	125,556	-	191,814	-	-	327,000
300	3401 ADVERTISING	1	-	1	-	1	-	1
300	3402 STATE FEES - CE/ADA	1	23,585	1	29,028	1	5,291	1
300	3405 RADON	1	662	1	408	1	247	1
		85,003	280,772	85,003	346,445	330,003	79,131	457,003

TOWN PLANNER

The Planning Department works with municipal departments, Town boards and commissions, state departments, local businesses, chambers of commerce and the public-at-large to develop and implement short and long range planning and economic development projects and initiatives. The wide range of services ranging from performing long and short term planning studies and analysis, developing and implementing special projects, preparing and administering Federal and State grant proposals and programs, and providing technical and professional planning methods are provided by the Department. The Department is a conduit for information to the public-at-large on planning and economic development initiatives.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
Planner	310	\$ 60,600	\$ 1,818	\$ 5,000	\$ -	\$ -	\$ 9,486	\$ 302	\$ 2,153	\$ 75,052
Sr Clerk Planning	310	45,713	-	5,000	-	-	9,486	302	2,153	58,348
Total Planning		106,313	1,818	10,000	-	-	18,972	604	4,307	133,400

TOWN PLANNER (310)

	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22
	Budget	Actual	Budget	Actual	Budget	YTD 12/31	Budget
<u>COMPENSATION & SALARY</u>							
310 4000 TOWN PLANNER SALARY	\$ 58,235	\$ 66,800	\$ 58,235	\$ 67,314	\$ 66,800	\$ 31,602	\$ 67,418
310 4020 TOWN PLANNER CLERK	45,140	46,068	45,140	33,865	48,843	22,872	50,713
310 4090 PAYROLL TAXES	7,377	8,073	7,377	7,430	8,536	4,012	8,708
310 4110 HEALTH/DENTAL INSURANCE	31,539	31,542	31,539	19,015	18,484	10,782	19,576
310 4111 HEALTH/DENTAL INS. CO-SHARE	(6,938)	(6,939)	(6,938)	(3,849)	(4,066)	(2,033)	(4,307)
310 4105 LIFE INSURANCE	250	207	250	142	250	116	250
310 4140 WORKERS COMP INSURANCE	350	318	350	335	404	407	413
310 4130 PENSIONS	3,412	3,765	3,412	4,685	5,637	2,661	4,870
310 4150 EYE CARE PROGRAM	175	-	175	-	175	-	175
	139,540	149,834	139,540	128,937	145,063	70,419	147,816

SERVICES

310 5075 DUES & FEES	270	270	270	283	270	-	270
	270	270	270	283	270	-	270

SUPPLIES, MAINTEN. & OPERATIONS

310 5230 MILEAGE	\$ 100	\$ -	\$ 100	\$ 86	\$ 100	\$ -	\$ 100
310 5270 PRINTING & COPYING	300	90	300	-	200	-	200
310 5390 SUPPLIES	450	372	450	-	400	-	400
	850	462	850	86	700	-	700

DEPARTMENT TOTALS

	\$ 140,660	\$ 150,566	\$ 140,660	\$ 129,306	\$ 146,033	\$ 70,419	\$ 148,786
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PLANNER REVENUES

310 3400 REVENUES: PLANNER	\$ 4,000	\$ 17,778	\$ 4,000	\$ 13,519	\$ 10,300	\$ 18,816	\$ 10,300
	4,000	17,778	4,000	13,519	10,300	18,816	10,300

MUNICIPAL COURT

The mission of the Municipal Court is to impartially adjudicate traffic ordinance violation cases, so that legal rights of individuals are safeguarded and the public interest is upheld.

Title	DEPT	Base Rate	Longevity	Degree	Stipends	Holiday	Med Ins	Dental	(Co-Share)	Total
Municipal Court Clerk	915	\$ 10,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,180
Court Judge	915	6,500	-	-	-	-	-	-	-	6,500
Total Municipal Court		16,680	-	-	-	-	-	-	-	16,680

MUNICIPAL COURT (915)

	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22
	Budget	Actual	Budget	Actual	Budget	YTD 12/31	Budget
<u>EXPENSES</u>							
915 4000 ADMINISTRATIVE SALARY	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 3,250	\$ 6,500
915 4040 MUNICIPAL COURT CLERK	8,402	7,507	8,402	5,502	10,011	4,843	10,180
915 4090 PAYROLL TAXES	643	513	643	352	766	386	779
915 4140 WORKERS COMP INSURANCE	54	49	54	52	60	60	60
915 4130 PENSION	266	-	266	174	474	-	405
915 5390 SUPPLIES	300	223	300	128	300	112	300
	16,164	14,792	16,164	12,708	18,111	8,651	18,225
<u>REVENUE</u>							
915 3400 MUNICIPAL COURT REVENUES	\$ 40,000	\$ 29,518	\$ 40,000	\$ 26,663	\$ 33,000	\$ 5,079	\$ 30,000
	40,000	29,518	40,000	26,663	33,000	5,079	30,000