

**Board of Assessors Budget Workshop
September 3, 2015**

Members Present: Relf Fogg, Chairperson; Rosemary Stewart; Arlene Fogg; and Cynthia Bickford, Assessing Technician.

Also Present: Dave Lee and Donna Martin, videotaping.

Relf Fogg called the workshop to order at 9:00 a.m. and led those present in the Pledge of Allegiance.

The purpose of this meeting is to prepare the 2016 Assessing Budget. Ms. Bickford confirmed this is for a calendar year budget, January 1 – December 31.

Assessing Technician – The Town Administrator and Selectmen handle the figure in this line.

Assessors Wages - will remain the same at \$1800.00 (\$600.00 stipend for each member).

New Property Assessment – the Annual Assessing Contract will increase from \$45,000 to \$47,500 based on the vote of the Board back in December of 2014. The Board discussed starting a capital reserve fund for the “Statistical Update Contract” rather than raising and appropriating funds on a yearly basis which would go back to the general fund if not used. Mrs. Fogg moved to start a capital reserve fund in the amount of \$8,000 for updating values in the future. Mrs. Stewart seconded the motion, which passed 3-0.

Training – the Board will ask for \$500.00, an increase of \$100.00 (the increase is to cover the cost of training a possible new member). \$285.00 has been expended to date and there will be additional NHMA registrations for the November 2015 conference.

Software/Programming – Avitar does not set the rates for the upcoming year until late fall. The Board will increase last year’s actual cost of \$4,135.00 by 10% to cover any anticipated increases and ask for \$4,548.

Tax Maps – Ms. Bickford spoke with CAI and the Tax Map Maintenance Contract will increase from \$4,500.00 to \$4,800.00. CAI did not foresee an increase in the GIS Internet Contract in the amount of \$1,800.00. The Board will request a total of \$6,600.00 for this line. The Board discussed the mapping contract going out to bid. Ms. Bickford indicated there are a few other contracts within the Town for CAI services and the Board should direct this concern to the Town Administrator or Board of Selectmen. Mrs. Stewart indicated CAI does mapping for a lot of communities.

Memberships – The Board will reduce the line from \$100.00 to \$60.00 to cover the NH Assessing Association memberships. Ms. Bickford will check on the NHMA membership dues.

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Printing/Supplies – There was discussion to reduce the \$1,000.00 line to help offset the increases in the Training and upcoming Mileage lines. Ms. Bickford indicates she is being cautious of spending money out of this line due to the expected training and mileage expenses this year. This line will remain the same for the 2016 budget at \$1,000.00.

Postage - \$340.47 has been expended to date from this line to date. The line will remain at \$560.00 for the 2016 budget.

Mileage – There is currently \$652.00 appropriated for mileage and \$607.60 has been expended at this time. Additional mileage is expected to be submitted prior to year-end. Ms. Bickford explained she had asked for \$452.00 last year and the Board appropriated \$200.00. Ms. Stewart indicated the amount should be increased to \$1,000.00 to cover a new member traveling to the education classes in 2016.

The total 2016 budget figures (not including the Assessing Technician salary line) total \$63,568.00. The Board will then move forward with a warrant article for a capital reserve fund (Statistical Update Contract) in the amount of \$8,000.00 totaling \$71,568.00 (not including the salary line). 2015 Appropriations were \$78,693.00 (not including the salary line for the Assessing Technician). Ms. Stewart believes the overall assessing budget could be down approximately 1.2%.

Mrs. Stewart questioned the Planning Board agenda for tonight's meeting. Discussion was made short since this was a posted budget workshop.

Mrs. Fogg moved to adjourn at 10:15 a.m. Mrs. Stewart seconded the motion, which passed 3-0.

Respectfully submitted,

Cynthia Bickford
Assessing Technician