INTEROFFICE MEMORANDUM

TO: DON WILLARD, TOWN MANAGER

FROM: CURT LEBEL

SUBJECT: ASSESSING DEPARTMENT STAFFING AND AVAILABILITY

DATE: 8/31/2012

CC:

Dear Don,

The Assessing department is nearing completion of the 2012 tax commitment as well as the one year anniversary of my assuming the duties of Assessor Agent. As you may recall, the previous contract assessor provided fifty days of services per year. Due to other contractual obligations last year, I was only able to offer forty days of service this past year. As a consequence services were limited to one day per month the first three months after the commitment of the 2011 taxes and more limited time than is desirable during the commitment preparation period over the summer months. This can create difficulty in being available to the public, following up on taxpayer inquiries, conducting inspections, market analysis and resolving outstanding issues in the department.

Having settled my other contractual obligations, I currently have ten additional days available to provide assessing services to a municipality. Before shopping my services out in the general market, I wish to offer that time to the Town of Raymond. The additional service days would reestablish the service levels of the past several years and provide more adequate office presence and technical support throughout the year. The current FY13 budget was approved with $25,000 available for contract assessing services. This amount would cover the additional ten days of services at the same daily rate and still represents a savings of $5,000 over the FY12 budgeted amount.

If the Town chooses to accept the additional services, an amendment to the current contract may be executed for the final two years of the agreement. I look forward to discussing this further with you if the Town is agreeable.

Sincerely,

Curt E Lebel

Assessors Agent, Town of Raymond