

## 2020 Grievance Day

Grievance Day will be Tuesday, May 26<sup>th</sup>, 2020.

- The Board of Assessment Review (“BAR”) will meet on May 26th from 10:00am-12:00pm and from 6:00pm-8:00pm.
- It is not necessary to appear before the BAR to have a grievance application considered.
- All property owners are strongly encouraged to speak with the Town Assessor prior to Grievance Day about their assessment concerns in an effort to resolve any issues without appearing before the BAR. (Contact details for the Assessor are below.)
- NO IN-PERSON MEETINGS: Due to the COVID-19 pandemic and directions from the NYS Governor, the BAR will meet by video conference and will NOT meet at Town Hall. All property owners who wish to appear before the BAR must attend by video or telephone conference call. (Procedures for appearing before the BAR by video or conference call will be sent to you after your scheduled appointment is confirmed.)
- APPOINTMENTS REQUIRED: Property owners who wish to appear before the BAR on Grievance Day must schedule an appointment for a specific time during the Grievance Day hours shown above. We emphasize the 10:00am-12:00pm appointment period for more available slots. (Instructions for filing a Grievance and making an appointment are shown below.)

### Procedures for Filing a Grievance

- DOCUMENTATION SHOULD BE SUBMITTED IN ADVANCE: All property owners are strongly encouraged to submit their grievance application prior to Grievance Day, including a detailed cover letter, the required grievance application form, and supporting documentation.
- Grievance applications should be submitted to the Town Clerk and Town Assessor, and must contain a NYS grievance application form, which can be found at this link [https://www.tax.ny.gov/pdf/current\\_forms/orpts/rp524\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf). (Contact information for the Town Clerk and Town Assessor are provided below.)
- If a property owner files a grievance application on Grievance Day and wishes to speak to the BAR, the Town Assessor will request an adjournment of the BAR for that application, in order to have time to review the application, and a second BAR meeting will be held, if necessary, within one week.

### Procedures for Appearances Before the Board of Assessment Review (“BAR”)

- Appearance appointments will be for 15 minutes each. To schedule an appointment, please contact the Town Clerk (contact details below).

- Property owners may appear by video or telephone call.
- Property owners who have made appointments for Grievance Day will be provided with video/telephone “Zoom” conferencing details prior to their appointment.

Contact Information for the Town Assessor and the Town Clerk (for Submitting a Grievance and Scheduling an Appearance Before the BAR)

- Town of Ancram Assessor Rene’ DeLeeuw  
1416 County Route 7 Ancram NY 12502  
Tel. (518) 329-6512 ext 204  
Email: [assessor@ancramny.org](mailto:assessor@ancramny.org)
  
- Town of Ancram Town Clerk Monica Cleveland  
1416 County Route 7 Ancram NY 12502  
Tel. (518) 329-6512 ext 201  
Email: [townclerk@ancramny.org](mailto:townclerk@ancramny.org)