

**ASSESSORS OFFICE
MONTHLY REPORT
NOVEMBER 1, 2021**

A. DATA VERIFICATION PROJECT

I will be out taking photos of properties that have been updated, recently renovated or sold in a condition other than what we had it as. As part of this review I will also be destroying old outdated information in the property record folders.

B. SENIOR CITIZEN EXEMPTIONS/DISABILITY EX./AG EX. Renewals

We will be mailing out renewal applications the beginning of November. All applications are due by March 1, 2021

C. NEW CONSTRUCTION

I will be reviewing the status of open Building Permits as an ongoing process. I will be checking the status of construction and updating inventory and assessments as necessary.

D. OFFICE STAFFING

I will be on vacation November 12th through November 19th, returning on Monday November 22nd. Mike Dunham's last day is November 24th as the clerk. We need to consider getting someone in as a clerk to assist with office/administrative duties once Mike is gone.