

Annual work plan – Regular work						
Budget year: FY25						
Department: Assessing						
Budgeted staff: 2 (Assessor - Full-time & Assistant to Assessor - Part-time)						
Primary function(s): Maintain two (2) Grand Lists (Town & City). Receive, collect, and analyze data to estimate the value of property within the municipality and City, to ensure valuations are comparable across properties, resulting in a fair and equitable assessment.						
Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Review Property Transfer Tax Returns & Deeds for new ownership and property data for the grand list	1-Apr		Daily	Year-long	Town & City Clerk's Office	
Receive mailing address change requests & process other data related maintenance changes for the grand list	N/A		Daily	Year-long	Town & City Clerk's Office	
Homestead Declaration for taxation	31-Dec		Weekly	February-December	Finance & Treasurer for both Town & City	
Permit work for changes in property valuations	1-Apr		Values set April 1st	August - June	Community Development - Town & City	April 1st is the deadline for all values - still working on changes for filing grand list in June
Permit tracking – copies received – input into tracking list	N/A		Daily	Year-long	Community Development - Town & City	
Grand List Preparation – Veterans Exemptions	Mid-June		Annually	March & May	State of Vermont	
Grand List Preparation – Utility accounts	Mid-June		Annually	March - June	State of Vermont	
Grand List Preparation – Qualified & Subsidized Housing data	Mid-June		Annually	March - June	State of Vermont	
Grand List Preparation - Current Use Values	1-Oct		Annually	March - October	State of Vermont	
Mapping Changes & Data Corrections	1-Apr		Annually	January - June	GIS Coordinator	
Tracking property sales	N/A		Daily	Year-long	N/A	
Equalization Study for Sales / CLA (common level of appraisal)	Oct		Annually	April - October	State of Vermont	
Sales Books	N/A		Daily	Year-long	N/A	
Public walk-ins for research and assistance if needed	N/A		Daily	Year-long	N/A	
Phone calls for assistance	N/A		Daily	Year-long	N/A	
Annual performance review for part-time Assistant to Assessor	June		Annually	June	Administration - Town	
Administration of tax programs such as farm and open Land Contracts	When contract expires		Annually	Contracts expire end of June of various years	Administration, Community Development	Nine properties in the program currently. The contract timeframe is 5 years.