

**Town of Vienna**  
**Assessment Department Monthly Report**  
**May 2023**

- Processed 30 sales for entry into the RPS database and for sales transmittals using department procedure 006, RP-5217 (Sales) Review Process.
- The Board of Assessment Review (BAR) was successfully completed on May 25, 2023, with all BAR changes implemented.
- Completed 2023 final roll and submitted to the County.
- A water leak from the boiler heating system resulted in some damage to the Assessor's Office. Many thanks to the town highway department, Patti Cook and Wendy Herbst for taking prompt action to protect and remove property record files from the records room file cabinets and restoring the office to pre-event conditions.
- Continued with the project to review and revise all Assessment Department written procedures to verify accuracy and completeness. Several new procedures have been written. 34 are complete, 5 remain.
- The Assessment Department is on track with training and qualification to support the 2023 budget that will transition department staff from four to two on June 30, 2023. For this to occur, the Town of Vienna Board must vote to appoint a new Sole Assessor at the June 2023 meeting. NYS has confirmed the Assessor candidate meets the Minimum Qualification requirements to be appointed as Sole Assessor.
- Assessor Clerk (Amway) has Assessor Certification Training on June 19 and 20, 2023 (R8, Cost Approach to Value).
- The Assessor Clerks have completed an update to the Town of Vienna and Sylvan Beach 911 address listing. This list has not been updated since 2010.

Respectfully submitted  
Phillip M. Amway  
Assessment Department