

# Memorandum for Record

Town of Greig  
5186 Greig Road  
Greig, NY 13345

December 10, 2025

To: Town Board Members

Subject: December 2025, Assessor's Report

1. Data Collection Project Status: (To begin 7 January 2026)

Town Aerials % Complete	0%	Town Field Review % Complete	0%
Data Entry % Complete	0%	PRC % Complete	0%

2. Exemptions

- a. Number of Exemptions: **192 (-2)**
- b. Economic Impact of Total Equalized Value of Exemptions: **\$13,338,917**

3. Town parcel count: **2,113 (+1)**

4. Total Active Permits: **389 (-19)** (permit clean-up is ongoing, order of greatest value first)

- a. 8 permits filed for the month of November
- b. Total value of permits: **\$13,035,858 (-\$1,127,359)**

5. As of 1 October 2026, **\$4,137,057 (+\$245,005 from previous month)** added to the 2026 roll.

- 1. Met with one property owner to review records, assess valuations, and assist with Enhanced STAR and Senior Citizen exemption applications.
- 6. Processed **19 deed transfers and 9 Sales, as of 11/21/2025.**
- 7. Corrected **32** parcel property classifications and land size information. New assessments of land will be corrected during town revaluation.
- 8. Coordinated with County Real Property to plan and schedule permit and data collection.
- 9. \*\*\*Office clean-up and disposal of records are no longer required to be retained in accordance with NY State LGS-1, Retention Schedule. Estimate time to completion: Ongoing
- 10. \*\*\*Sorting and organizing prior year exemptions and historical records. Estimate time to completion: Ongoing

1. Entering permits - If the Data Collector is unable to enter them, inform the assessor.
2. Collecting Permits – Until March 1, permits need to be collected by map section. If time permits, all permits in that section, and adjacent roads should be collected.
  - a. If CO permits are not collected by 30 January, concentrate on new buildings, such as residences, barns, and garages (We will deferral the collection on all other improvements).
3. Change value of the parcel to something other than 1 & 2 to indicate valuation is needed.
4. Change Land Type if applicable.
5. Change property class if applicable.
6. Construction grade of A & B is to be utilized for non-spec homes. If there is a spec home using more than 2 types of exterior material, (any combination of wood, rock, vinyl, composite, & synthetic material) use grade A or B.
7. Residential land breakdown, “Residual” used only if the land is <2 total acres. Otherwise, select actual land type.
8. No Primary land WF >1 acre.

Prop Class	Land size	Land type	Land type	Land type
210	1.4	Primary 1 acre	.4 Residual	
210W	2.6	Waterfront 1 acre	1.6 Residual	
210W	5.3	Waterfront 1 acre	2 Residual	2.3 Woodland
112	13	Primary 1 acre	1.3 Residual (up to 2 acres)	10.3 Tillable

9. Do not use “Other Style”. If there are questions, use Contemporary or best judgement.
10. I prefer the Data Collector to work in towns on the same day I am scheduled to be in that town.
11. Monthly reports due to the assessor the week prior to the town board meeting.