

*From the Desk of: John T. Pounder -Assessor, Town of Jefferson
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Date: April 6, 2020

To: All Property Owners in the Town of Jefferson

Dear Property Owners,

We have completed the Revaluation for the Town of Jefferson and included this letter with your "Notice of Change in Assessment" to explain the change in procedures for this year's Open Book.

- 1. All Open Book attendees are **REQUIRED** to schedule an appointment. This can be done by calling our office at the above phone number or by going to our online scheduler. <https://www.signupgenius.com/go/904084AABAF2AA3FA7-town2> You can also access the link to schedule from the Town of Jefferson's web site. **Please understand phone scheduling can only be completed by talking to our office personnel.***
- 2. We ask you to limit the number of people attending Open Book for your scheduled time to four (4).*
- 3. We ask you to respect all recommended social contact distances. We will have the Town Hall arranged to allow a free flow of assessment information without direct contact.*
- 4. Please be prepared with your questions and information as we will limit each individual session to 15 minutes; this will allow more property owners an opportunity to ask questions and present information regarding their assessment(s).*
- 5. To control the number of people in the Town Hall at any one time we ask that you enter the Town Hall only when directed.*
- 6. The 2020 assessment roll will be available at the Open Book meeting and/or by contacting Town of Jefferson Clerk Tina Barnes by phone (920-674-5073) or via the Town of Jefferson's web site.*
- 7. We will also be available to respond to questions by phone and emails prior to the Open Book session and until April 19, 2020 4:30 pm.*

Best Regards,

John T. Pounder - Assessor, Town of Jefferson