

NOTICE IS HEREBY GIVEN THAT the Board of Assessors of the Town of Riverhead, County of Suffolk, will complete the 2021-22 tentative assessment roll by May 1, 2021 and a copy will be left with the Assessors at Riverhead Town Hall where it may be seen and examined by any interested person until May 18, 2021, provided that Riverhead Town Hall is open to the public. **The tentative assessment roll is also be available online at www.townofriverheadny.gov.**

The BOARD OF ASSESSMENT REVIEW will meet on May 18, 2021 to hear and examine all complaints in relation to assessments on the application of any person believing themselves to be aggrieved at Riverhead Town Hall, 200 Howell Avenue, Riverhead, NY 11901 on:

DATE

TIME

1. **Tuesday, May 18, 2021**

10 a.m. to 12 p.m. (noon)
6 p.m. to 8 p.m.

In-person inspection of the assessment roll is permitted with only one person at a time in the department. In-person hearings before the Board of Assessment Review will be conducted on a first-come first-served basis as follows:

Since Town Hall is open on a limited basis, Grievance Day is allowed to proceed in the Town Board Meeting room as usual with the following restrictions.

- Maximum capacity in the Town Board Meeting room is 15 grievants (if at any time the number of grievants exceeds 15, the additional grievants will be requested to remain outside and will be notified when they can enter the building)
- All grievants must check in and be screened. No one with flu like symptoms or a temperature of 100.4 or greater will be allowed to enter the building.
- All grievants must wear masks
- All grievants must keep at least 6 feet from others
- All grievants must occupy seats marked with blue tape
- All grievants will be asked to leave after their complaint

The information desk will also be staffed from 1800 hours to 2000 hours on May 18, 2021 to check in all grievants.

Only those persons wishing to be heard before the Board for the evening session will be allowed inside Town Hall.

NO IN-PERSON APPEARANCE IS REQUIRED, provided a written complaint form RP-524 is filed. All complaint forms (RP-524) **must be received no later than 8:00 pm on May 18, 2021.** The public is encouraged to file form RP-524 in advance of May 18, 2021 either by mail to the Board of Assessors, Riverhead Town Hall, 200 Howell Ave, Riverhead, NY, or by email at grievance@townofriverheadny.gov. **Postmarks dated May 18, 2021 are not acceptable as having been received by this office on May 18, 2021.** A publication containing procedures for contesting an assessment is available by contacting the Assessors' Office or by visiting the town's website.