

Town Board of Assessment Review

One of the primary functions of this five-member volunteer board of community members, known as the Board of Assessment Review (BAR,) is to preside over the “**Grievance Day**” proceedings. Grievance Day in all Towns in Westchester County, by law, is always the *third Tuesday in June*.

Commencing each year after Grievance Day, the BAR meets periodically to review and consider each application, as well as any supporting documentation provided and must convene with a quorum of its members when doing so. Depending on the volume of grievance filings, the BAR generally meets two evenings a week throughout the summer between grievance day and the filing of the final assessment roll. By law, final Scarsdale Town assessment rolls must be filed each year no later than September 15.

The BAR renders assessment decisions on each and every grievance filed, which are then posted to the September 15th final assessment roll. By law, a letter entitled *Notice of Determination of the BAR* will be mailed on, or about September 15 to all those filing grievance claims in any given year. This letter will set forth the assessment determination of the BAR, a brief explanation for their decision and information on how to appeal their determination. BAR determinations may be subsequently appealed by the filing of a petition with the Westchester County Clerk, within 30 days after the filing of a final assessment roll. All filed petitions with the clerk are then forwarded to the Westchester County New York State Supreme Court tax certiorari part, or the small claims assessment (SCAR) review part, as applicable. Please refer to the links section of this webpage for all forms and to review the publication *Contesting Your Assessment in New York State (pdf)*.

When an existing member-term expires, a notice of vacancy will be sent to the local newspaper for publication, as well as posted on the Town Clerk’s webpage www.scarsdale.com. For those interested in becoming a volunteer member of this board, the submission of a completed application is required.

Candidates shall possess a relevant real estate-related background and be willing to serve on Grievance Day, as well as at subsequent meetings of the BAR. All applications are reviewed and appointments, which are under the purview of the Town Board of Trustees, are made upon a recommendation of the Chairperson of the Personnel Committee. All newly-appointed BAR members are required by law to complete a three-hour training course, as provided by the Westchester County Tax Commission, prior to their first grievance day. BAR-member terms are for five-years with the expiration term of each member staggered so as to help ensure that the board will generally comprise at least one experienced BAR member.