

**TOWN OF HOOSICK
2015 SUBJECT MATTER LIST**

Town of Hoosick

2015-2016 SUBJECT MATTER LIST

Pursuant to §87 of the New York State Public Officer's Law, below is a list of the Town of Hoosick records by subject matter, compiled on *October 15, 2015*

ASSESSOR

Assessor's Field data
Physical inventory and property description
detailed data file
Records used in determining property
valuations

Agreements, leases and indentures
Mass reappraisal records
911 Changes
Questionnaire and data mailings sent to
property owners

Comparison property values
Sales records
Residential ration of assessment
Equalization rate records
Tax Maps
Tax determination records for State owned
lands subject to taxation

Town and County tax rates
Tax exemption or abatement file
Assessment/tax grievance file
Quarterly listing of sales data file
Residential ratios of assessment
Property inventory valuation reports
Copies of tax grievance or judicial
assessment review records

Field review Comparison Sheets
Agricultural land assessment records
Assessor's annual report
Assessment Roll/Tax Roll

BUILDING & ZONING:

Board of Zoning Appeals case files
Board of Zoning Appeals minutes
Building complaints/violations
Building condemnation/demolition files
Building permits
Certificates of occupancy
Contractors' liability insurance records
Fire inspection safety records
Housing maintenance records
Inspection reports
*Zoning Board meeting minutes

Special use permits

Variances

BUDGET:

Annual budget
Budget modifications
Budget preparation file
Budget status report

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COURT:

Vehicle and Traffic records

Criminal records

Civil records

PERSONNEL:

Expenses submitted

Payroll

Policies and procedures

Salaries of Town employees

Time cards

Travel records

PLANNING:

Comprehensive plan

Comprehensive plan development file

Environmental impact statements

*Planning Board minutes

Site plan review project files

Subdivisions

POOL & HIGHWAY:

Highway List of roads-miles

Maps

Mileage/repair records for Town
vehicles/equipment

Purchasing records for equipment and
Materials

Bridge Replacements

Bacteriological reports

Chlorine tests

Contracts

Dept. of Health inspections

Incident reports

Maintenance records

Personnel certification & training

Records

RECREATION:

Annual reports regarding Summer Camp,
Pool, Rink

Project records

TAX COLLECTION:

*Property owner listings (also available
At www.egov.basny.com/Hoosick)

Property tax roll

Tax payment records & reports

Unpaid Tax list

TOWN CLERK:

Contracts for services

Dog records (licenses, complaints)

Election records

Freedom of Information Law (FOIL)
requests

Games of chance records

Government officials list

Licenses & permits

Local laws and ordinances

Marriage records

Oaths of office

Parking permits

Public notices

*Town Board meeting & public hearing
minutes and videotapes

Receipts

Cemetery Records

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Ethics disclosure Form

Successful Bid Specs

Policy and Procedures

Annual Reports

OTHER:

Emergency plans

Energy usage

Franchise agreements

Insurance policies

Intermunicipal agreements

Legal agreements

Monthly reports

* Denotes available on the Town of Hoosick
Website: www.townofhoosick.org.