

*Process notes below are to be accompanied with Excel File “PetitionAsMapsListed” as the number sequence below relates to the tabs contained within the work product file.*

1. Prior to the creation of this file, the work product began with a digital map created by Rich Williams (Town Planner), as per the original recorded maps of Putnam Lake. This image file was then sent on to John Kelly at SDG where the map overlay was used to generate a master listing of tax map numbers pertaining to these properties.

**2. JK-SDG**

- a. Petition file as submitted by J Kelly: 1973 lines of Tax Map numbers

At this time the total parcel count is: 1973 parcels (containing duplicate entries) \$0 (no value data yet)

**3. TM & Info**

At this time the total parcel count is: 1973 parcels

- a. Tax map numbers taken from the “JK-SGD” file and copied into the “TM & Info” file.
- b. Current data pulled into the “TM & Info” file using the V-lookup function to combine the following custom reports into one file:

- I. Property location, 2011 final assessment value
- II. Parcel status

At this time the total parcel count is: 1973 parcels \$334,627,410

**4. PetitionMapParcels**

At this time the total parcel count is: 1973 parcels \$334,627,410

- a. All data taken from the “TM & Info” file and copied into the “PetitionMapParcels” file.
- b. Duplicate parcels were then removed from this file using the Excel function data function by specified TM# identifier

At this time the total parcel count is: 1854 parcels \$283,491,410

**5. PetitionMapParcels Edit1**

At this time the total parcel count is: 1854 parcels \$283,491,410

- a. All data taken from the “PetitionMapParcels” file and copied into the “PetitionMapParcels Edit 1” file.
  - I. Non-Active parcels were identified and investigated (see additional sheet for detailed listing)
  - II. #N/A in data field = no longer active on 2011 roll
  - III. Parcels no longer active on the 2011 final roll were then deleted from the file (18 parcels were removed with a value of \$1,556,310)
- b. Current data was pulled into the “PetitionMapParcels Edit 1” file using the V-lookup function to combine the 2011 Final Roll – roll 1 section parcel into one file

At this time the total parcel count is: 1736 parcels \$281,935,100

**6. PetitionMapParcels Edit2**

At this time the total parcel count is: 1736 parcels \$281,935,100

- a. All data taken from the "PetitionMapParcels Edit1" file and copied into the "PetitionMapParcels Edit 2" file
  - I. Parcels were identified and investigated in relation to roll section information (see additional sheet for detailed listing)
  - II. #N/A in data field = not in roll section 1 of 2011 final roll  
Roll Section 8 = wholly exempt Roll Section 1= taxable
  - III. Only parcels with a Roll section 1 value were retained. All others were deleted (26 parcels)

At this time the total parcel count is: 1710 parcels \$281,935,100

*\*no change in A/V value because value data also pulled in as a null value (#N/A)*

**7. PetitionMapParcels Edit3**

At this time the total parcel count is: 1710 parcels \$281,935,100

- a. All data taken from the "PetitionMapParcels Edit2" file and copied into the "PetitionMapParcels Edit3" file.
- b. Missing TM#s were identified and attributed to the date of the source file utilized by J. Kelly.
  - I. Parcels added to existing file: 25.62-1-73.1, 73.2, 73.3, 73.4 due to subdivision (Newburgh Rd)
  - II. Parcels added to existing file: 36.23-1-32.-101, 102, 103, 104, 105 due to subdivision (Waterford Rd )
  - III. Parcel 25.54-1-45 was removed in exchange for parcel 25.54-1-44 as per RPS note (Canton Rd)

*"This parcel was originally on 25.54-1-45 but when the home burned, the new house was relocated onto 25.54-1-44 and the Building Dept had everything issued to 44, so our office transferred all information onto 25.54-1-44."*

At this time the total parcel count is: 1720 parcels \$283,517,487

- c. A note column was then added to the entire file.

8. Rich Williams, Town Planner, was sent a file at this stage for review of the property listings. This file contained 1720 parcels with a total of \$283,307,887. The difference for this file is directly attributed to the issue of 65 Canton Road and 67 Canton Road where as the tax map numbers were exchanged. On the 2011 Final Roll, the assessment value for 65 Canton Road = \$634,600 and 67 Canton Road = \$425,000.

**9. RW112311**

At this time the total parcel count is: 1721 parcels \$283,942,487

- a. This file was returned from the Town Planner, Rich Williams, with direction in the note field, as it pertains to the TM#s that correspond to the maps listed on the petition (see additional sheet and memo for detail)
  - I. When the file was returned with deletions the parcel count was 1707 parcels and the A/V \$277,991,287.
  - II. The highlighted 24 parcels were left in this file to note changes made, thus making the file total 1721 parcels at \$283,942,487.

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- a) 14 parcels were identified to be removed
- b) 9 parcels were identified to be added
- c) 65 Canton Rd and 67 Canton Rd were swapped out as previously discussed in the above mentioned file.

At this time the total parcel count is: 1711 parcels \$283,942,487

**10. PetitionMapParcels Edit4**

At this time the total parcel count is: 1721 parcels \$283,942,487

- a. All data taken from the "RW112311" file and copied into the "PetitionMapParcels Edit4" file.
- b. Corrections and deletions were made to this file as previously discussed under "RW112311"

At this time the total parcel count is: 1707 parcels \$277,991,287

The total A/V of this file will now constitute the denominator for the petition percentages.

**11. Signature**

At this time the total parcel count is: 785 parcels \$161,901,000

- a. This file was taken from the previous validation process to pull in as a data source file.
- b. The signatures on this file was verified by the Town Clerk and then manually entered into the spreadsheet for recording and analysis.
- c. The exemption coding displayed indicates recipients of the Basic STAR or Enhanced STAR. The exemption variable and owner mailing address were used to help determine resident owners in the Town Clerk validation process. (see Clerk process notes for further detail)
- d. The file is composed ONLY of validated signatures to the corresponding TM# and property location for the property owner qualification. Property locations not conforming to these specifics have been removed.

**12. Resident**

At this time the total parcel count is: 713 parcels \$156,368,300

- a. This file was taken from the previous validation process to pull in as a data source file.
- b. The signatures on this file was verified by the Town Clerk and then manually entered into the spreadsheet for recording and analysis.
- c. The exemption coding displayed indicates recipients of the Basic STAR or Enhanced STAR. The exemption variable and owner mailing address were used to help determine resident owners in the Town Clerk validation process. (see Clerk process notes for further detail)
- d. The file is composed of BOTH validated signatures to the corresponding TM# and property location for the property owner as well as resident owner qualification. Property locations not conforming to these specifics have been removed.

**13. PetitionMapParcels Edit5**

At this time the total parcel count is: 1707 parcels \$277,991,287

- a. All data taken from the "PetitionMapParcels Edit4" file and copied into the "PetitionMapParcels Edit5" file.
- b. Current data pulled into the "PetitionMapParcels Edit5" file using the V-lookup function to combine the following custom reports into one file:

- III. Validated property owner signatures – Signature file
- IV. Validated resident property resident owner signatures – Resident file
- V. Two additional columns were added to this file to display the data (signature and resident)

#N/A = no value X = Owner Signature Y=Resident Owner Signature

- c. Out of the total 785 lines of data on the Signature file, 781 lines matched to the TM#s as described in the petition
- d. Out of the total 713 lines of data on the Resident file, 709 lines matched to the TM#s as described in the petition

At this time the total parcel count is: 1707 parcels \$277,991,287

**14. PetitionMapParcels Edit6**

At this time the total parcel count is: 1707 parcels \$277,991,287

- a. All data taken from the “PetitionMapParcels Edit5” file and copied into the “PetitionMapParcels Edit6” file.
- b. Only “X” value lines were retained in this file, TM#s identified to have a property owner signature on the petition. All others were deleted.
- c. The totals of this file were used to derive the numerator for the first qualifier percentage for the petition.
- d. The percentage sum of property values for owner signatures obtained for petition out of the total assessment value for all of the petition parcels is calculated at 0.5787 or 58%. (160,879,000/277,991,287)

At this time the total parcel count is: 781 parcels \$160,879,000

**15. PetitionMapParcels Edit7**

At this time the total parcel count is: 781 parcels \$160,879,000

- a. All data taken from the “PetitionMapParcels Edit6” file and copied into the “PetitionMapParcels Edit7” file.
- b. Both “X” and “Y” value lines were retained in this file, TM#s identified to have a resident property owner signature on the petition. All others were deleted.
- c. The totals of this file were used to derive the numerator for the second qualifier percentage for the petition.
- d. The percentage sum of property values for owner signatures obtained for petition out of the total assessment value for all of the petition parcels is calculated at 0.5588 or 56%. (155,346,300/277,991,287)

At this time the total parcel count is: 709 parcels \$155,346,300