

Peter Frei  
101 Maybrook Road  
HOLLAND, MA 01521



January 11, 2011

Town of Holland  
Board of Assessors, JoAnne Higgins  
27 Sturbridge Road  
HOLLAND, MA 01521

245-4660

Dear Mrs. Higgins,

I herewith submit my request for a copy of any and all documentations, such as guidelines, rules, recommendations ect., the members of the Board of Assessors follow in determining the value of residential lots and buildings on such lots.

If any part of my property or buildings on any of my properties were discussed during any of the official meetings by the Board of Assessors during the time between 1.1.2008 and 12.31.2010, I request copies of such minutes too.

I further request a copy of the description of the procedure the Board of Assessors follows during the construction of a structure on a residential lot, in other words, how the value of a structure is being taxed during construction, and whether there are any interactions between the Board of Assessors and the Building Inspector.

My request is pursuant to the Freedom of Information Act and the Public Information Act and pursuant M.G.L., chapter 66, section 10, subsection (b).

I do appreciate your prompt attention to this request and thank you for your time.

A handwritten signature in black ink, appearing to read "Peter Frei".

Sincerely,

A second handwritten signature in black ink, appearing to read "Peter Frei".

Peter Frei

1-11-2011  
provided to Mr. Frei

1. Guidelines For Development of a Minimum Reassessment Program, Bureau of Local Assessment Revised Feb. 2006
2. Notification of Certification - Tuesday Oct 27, 2009
3. Field listing Instructions - Vision Appraisal
4. 2 charts for Percent of Completion Guidelines - Vision Appraisal - + Patriot Properties
5. Taxpayer Revaluation Information - Vision Appraisal - web page