



## TOWN OF NEWTOWN

### Board of Assessment Appeals Minutes

The Board of Assessment Appeals held a special meeting on June 29, 2015 in room #3 at The Municipal Center, 3 Primrose Street, Newtown, CT. Chairman Brown called the Meeting to order at 6:02PM

**Present:** Marianne Brown (Chairman) and Maureen Crick-Owen

**Absent:** James McFarland

**Also Present:** Lynn Kovack (Clerk), Penny Mudgett (Tax Assessor), Rick Vitale (Asst Tax Assessor) & Robert Tait (Finance Director)

**Public Participation:** None

**Unfinished Business:** None

**New Business:** Establish a set of Standard Operating Procedures

Chairman Brown went over procedures to improve the way the BAA is handled. She suggested the following:

**Assessor's office will update their webpage to include the following:**

**Under Frequently asked questions they can add:**

Have recommendation guidelines with a Caveat attached and State Statute.

How do I prepare for an appeal?

What documents should I/can I bring to the meeting?

What field cards are acceptable?

What date do applications need to be submitted by?

How are applicants notified of decision?

How long until I am notified of decision?

These are suggestions due to the amount of denials at the March meetings. These were mostly due to insufficient evidence being brought forth. We should also look into what is on the forms that go out and possibly make changes. Assessor's office will schedule meetings, dates and times and advise the BAA Commissioners of how many meetings will be needed and then set them up (Walk in welcome but appointment scheduling is encouraged. Meetings are scheduled usually with 4 meetings in March and 1 in September. Penny (Tax Assessor) suggested Commissioners arrive at 6:00 to review the evenings applicants and then start first appeal at 6:30pm. This way if any additional information is needed for the Commissioner's it can be done prior to meeting starting. The Recording Clerk will do agenda and post with clerk prior to meeting. She will also complete and post minutes with the Town clerk within the allowed timeframe. Clerk will also help Assessor in getting information to the Commissioners prior to each meeting as necessary.

These are just ways to improve the way the BAA is done to make it successful for all involved. Maureen Crick-Owen made a motion to table and establish the Standard Operating Procedure manual to review at the September meeting with Chairman Brown (2<sup>nd</sup>). Chairman Brown to the Assessor's that she knows they work hard to help and we just want to work and improve the process together for our residents.

With no other business the meeting was adjourned at 6:55pm

Kindly submitted by Lynn Kovack (recording clerk)

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF ASSESSMENT APPEALS