

## Board of Assessment Appeals Special Meeting

The Board of Assessment Appeals held a Special Meeting on September 26, 2016 in room #3 at The Municipal Center, 3 Primrose Street, Newtown, CT. Chairman Brown called the meeting to order at 6:44PM.

**Present:** Marianne Brown (Chairman), Maureen Crick-Owen and James McFarland  
**Also Present:** Andrea Santillo (Clerk)

**Public Participation:** None

**Approval of Minutes:** Maureen made a motion to approve September 12, 2016 minutes with revisions. Marianne (2<sup>nd</sup>) with all in favor.

### **Discussion of BAA SOP:**

- Will use another town's appeal form as a guide to amend ours.
- Discussed using sales for the year prior to October 1, for Real Estate appeals
- James responsible for FAQ part of SOP, he will email to Marianne and Maureen for review when complete. October 10<sup>th</sup> deadline to get submissions to Chairman.

**Establish meeting dates for March 2017:** March 2<sup>nd</sup>, 7<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup>, leaving last week in March for Special Meetings to deliberate, if needed.

Board would prefer to start meetings at 6PM with last appointment at 8:20PM. Limited to 10 minutes each.

**Establish meeting dates for September 2017:** September 5<sup>th</sup> and 6<sup>th</sup>, 6PM to 8:20PM at 10 minutes each.

Maureen made a motion to adjourn at 7:56PM. Marianne(2<sup>nd</sup>) with all in favor.

Kindly submitted by Andrea Santillo (clerk)

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