



BURLINGTON BOARD OF TAX APPEALS
BUSHOR CONFERENCE ROOM 1ST FLOOR, CITY HALL **IN PERSON ONLY**
MINUTES OF MEETING
August 7, 2024

1. Agenda

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Subject	1.1. Motion to adopt agenda
Meeting	August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda
1.1. Motion to adopt agenda	
Start time: 1:05 pm	
Members present: Emily Eley, David Maher, Meg McGovern, Dot Cuomo, Alan Bjerke, Andrew Champagne and Sonja Fuller	
Others present: Erik Ramakrishnan (Assistant City Attorney); Joe Turner (City Assessor); Lori Olberg (Clerk)	
Motion to adopt the agenda made by Sonja Fuller, seconded by Andrew Champagne. Motion passed unanimously.	

2. Elections

2. Elections

Subject	2.1. Chair, Vice Chair and Clerk
Meeting	August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**
Category	2. Elections
Department	Council and Board

Type Action

Recommended Action approve the Chair, Vice Chair and Clerk for the Board of Tax Appeals

2.1. Chair, Vice Chair and Clerk

Motion made by Meg McGovern to nominate Alan Bjerke as Chair. Motion passed unanimously.
Motion made by Andrew Champagne to nominate David Maher as Chair. Motion passed unanimously.
Motion made by Andrew Champagne to nominate Lori Olberg as Clerk. Motion passed unanimously.

3. Rules

3. Rules

Subject

3.1. Hearing Procedures

Meeting

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Category

3. Rules

Department

Council and Board

Type

Information

3.1. Hearing Procedures

One change: City Assessor can attend site visits.
Motion made by Dot Cuomo, seconded by Sonja Fuller. Motion passed unanimously.

4. Approval of Forms

4. Approval of Forms

Subject

4.1. Educational Brochure, Notice of Hearing, Authority of Representation, Waiver of Site Visit and Official Notice of Decision

Meeting

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Category

4. Approval of Forms

Department

Council and Board

Type

Action

Recommended Action approve forms

4.1. Educational Brochure, Notice of Hearing, Authority of Representation, Waiver of Site Visit and Official Notice of Decision

Motion made by David Maher, seconded by Meg McGovern.. Motion passed unanimously.

5. Approval of Subpoenas

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Subject

5.1. Approval of Subpoenas

Meeting August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**

Category 5. Approval of Subpoenas

Department Council and Board

Type Action

Recommended Action approve subpoenas

5.1. Approval of Subpoenas

Motion made by Andrew Champagne, seconded by David Maher. Motion passed unanimously.

6. Establishment of Panel and Schedule

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Subject 6.1. Establishment of Panel and Schedule

Meeting August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**

Category 6. Establishment of Panel and Schedule

Department Council and Board

Type Action

Recommended Action establish panel and schedule

6.1. Establishment of Panel and Schedule

7. Conflicts

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Subject 7.1. Main Street Family Housing Limited Partnership, 278 Main Street, Unit 2; 100 BANK LLC, 100 Bank Street; Prelco, Inc., 11-17 Church Street; Bigger Boat, LLC, 37-43 Church Street; William Fellows, 362-364 South Union Street

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Category 7. Conflicts

Department Council and Board

Type Information

7.1. Main Street Family Housing Limited Partnership, 278 Main Street, Unit 2; 100 BANK LLC, 100 Bank Street; Prelco, Inc., 11-17 Church Street; Bigger Boat, LLC, 37-43 Church Street; William Fellows, 362-364 South Union Street
No conflicts.

8. Other Business

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Subject	8.1. Verbal Comments
Meeting	August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**
Category	8. Other Business
Department	Council and Board
Type	Information

8.1. Verbal Comments
None

9. Adjournment

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Subject	9.1. Motion to adjourn
Meeting	August 7, 2024 - Board of Tax Appeals Organizational Meeting - Wednesday, August 7, 2024, 1:00 PM, Bushor Conference Room 1st Floor, City Hall **IN PERSON ONLY**
Category	9. Adjournment
Department	Council and Board
Type	Action Procedural

Recommended Action Motion to adjourn

9.1. Motion to adjourn
Motion made by David Maher, seconded by Dot Cuomo. Motion passed unanimously. The meeting was adjourned at 1:46 pm.