



**BURLINGTON BOARD OF TAX APPEALS**  
**BOARD OF TAX APPEALS ORGANIZATIONAL MEETING, BUSHOR CONFERENCE**  
**ROOM, 149 CHURCH STREET, 1ST FLOOR**  
**MINUTES OF MEETING**  
**August 13, 2025**

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## **1. Agenda**

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### **1. Agenda**

Alan Bjerke convened the meeting at 11:06 am.

Members present: Alan Bjerke, Sonja Fuller, Dot Commo, Meg McGovern, Dave Maher, Andrew Champagne (all in person)

Others present: Assistant City Attorney Ramakrishnan (online); City Assessor Turner and Lori Olberg (in person)

#### **Subject**

#### **1.1. Motion to adopt agenda**

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 1. Agenda

Department Council and Board

Type Action  
Procedural

Recommended Action Motion to adopt agenda

1.1. Motion to adopt agenda

Motion made by Board Member McGovern, seconded by Board Member Fuller, to adopt the agenda as presented. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

#### **Subject**

#### **2.1. Verbal Comments**

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 2. Public Forum

Department Council and Board

Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

#### 2.1. Verbal Comments

With no one speaking, Board Member Bjerke, seconded by Board Member McGovern, opened and closed Public Forum.

### 3. Elections

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#### 3. Elections

##### Subject

##### 3.1. Chair, Vice Chair and Clerk

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Elections

Department Council and Board

Type Action

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

##### 3.1. Chair, Vice Chair and Clerk

Motion made by Board Member McGovern, seconded by Board Member Champagne, to nominate Board Member Bjerke to be the Chair. Motion passed unanimously.

Motion made by Board Member Champagne, seconded by Board Member Maher, to nominate Board Member Commo to be the Vice Chair. Motion passed unanimously.

Motion made by Board Member McGovern, seconded by Board Member Commo, to nominate Lori Olberg to be the Clerk, Motion passed unanimously.

Chair: Alan Bjerke

Vice Chair: Dot Commo

Clerk: Lori Olberg

### 4. Rules

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#### 4. Rules

##### Subject

##### 4.1. Hearing Procedures

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Category 4. Rules

Department Council and Board

Type Information

#### 4.1. Hearing Procedures

Motion made by Board Member McGovern, seconded by Board Member Fuller, to continue with last year's rules. Motion passed unanimously.

## 5. Approval of Forms

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### 5. Approval of Forms

**Subject** **5.1. Educational Brochure, Notice of Hearing, Authority of Representation, Waiver of Site Visit and Official Notice of Decision**

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approval of Forms

Department Council and Board

Type Action

Recommended Action approve forms

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

Motion made by Board Member Maher, seconded by Vice Chair Commo, to approve the forms as presented. Motion passed unanimously.

## 6. Conflicts

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### 6. Conflicts

**Subject** **6.1. Mika Duncan, 240 Staniford Road and FLT Eagle North, LLC, 188 North Street**

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Conflicts

Department Council and Board

Type Information

6.1. Mika Duncan, 240 Staniford Road and FLT Eagle North, LLC, 188 North Street  
No conflicts.

## 7. Establishment of Panel and Schedule

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### 7. Establishment of Panel and Schedule

**Subject** **7.1. Establishment of Panel and Schedule**

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 7. Establishment of Panel and Schedule

Department Council and Board

Type Action

Recommended Action establish panel and schedule

7.1. Establishment of Panel and Schedule

One panel for the two appeals:

Hearing dates:

Wednesday, 10/8, 1:00 pm and 1:30 pm

Back up date, Thursday, 10/9: 1 pm

Motion made by Board Member Fuller, seconded by Board Member Champagne. Motion passed unanimously.

## 8. Other Business

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### 8. Other Business

#### Subject 8.1. Verbal Comments

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 8. Other Business

Department Council and Board

Type Information

8.1. Verbal Comments

None.

## 9. Adjournment

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### 9. Adjournment

#### Subject 9.1. Motion to adjourn

Meeting August 13, 2025 - Board of Tax Appeals Organizational Meeting - Wednesday, August 13, 2025, 11:00 AM, Board of Tax Appeals Organizational Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 9. Adjournment

Department Council and Board

Type

Action  
Procedural

Recommended Action      Motion to adjourn

9.1. Motion to adjourn

Motion made by Board Member Champagne, seconded by Board Member Maher, to adjourn the meeting at 11:23 am. Motion passed unanimously.