



Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only

1:00 pm, Contois Auditorium, City Hall, 149 Church Street, 2nd Floor: In - Person Only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	September 21, 2023 - Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Elections

Subject	2.1. Chair, Vice Chair and Clerk
Meeting	September 21, 2023 - Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only
Category	2. Elections
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the Chair, Vice Chair and Clerk for the Board of Tax Appeals

3. Rules

Subject	3.1. Hearing Procedures
Meeting	September 21, 2023 - Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only
Category	3. Rules
Department	Clerk/Treasurer's Office

Type Information

4. Approval of Forms

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

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Category 4. Approval of Forms

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve forms

5. Approval of Subpoena

Subject **5.1. Approval of Subpoena**

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Category 5. Approval of Subpoena

Department Clerk/Treasurer's Office

Type Action

Recommended Action approve subpoena

6. Establishment of Panel and Schedule

Subject **6.1. Establish Panel and Schedule**

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Category 6. Establishment of Panel and Schedule

Department Clerk/Treasurer's Office

Type Action

Recommended Action Establish Panel and Schedule

7. Conflicts

Subject **7.1. North Hill Capitol Partners, LLC, 61 Elmwood Avenue**

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Category	7. Conflicts
Department	Clerk/Treasurer's Office
Type	Information

8. Other Business

Subject	8.1. Verbal Comments
Meeting	September 21, 2023 - Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only
Category	8. Other Business
Department	Clerk/Treasurer's Office
Type	Information

9. Adjournment

Subject	9.1. Motion to adjourn
Meeting	September 21, 2023 - Board of Tax Appeals Organizational Meeting - Thursday, September 21, 2023, 1:00 PM, Contois Auditorum, City Hall, 149 Church Street, 2nd Floor: In - Person Only
Category	9. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn