

**BURLINGTON BOARD OF TAX APPEALS
CITY HALL – CONTOIS AUDITORIUM,
149 CURCH STREET, 2ND FLOOR
IN-PERSON ONLY
ORGANIZATIONAL MEETING
BURLINGTON, VERMONT
MINUTES OF MEETING
September 21, 2023
DRAFT**

MEMBERS PRESENT: Meg McGovern
Nathan Virag
Andrew Champagne
Alan Bjerke

OTHERS PRESENT: Jacob Dorman
Jared Pellerin
Lori Olberg

1.0 AGENDA

Alan Bjerke called the meeting to order at 1:00 PM.

MOTION by Andrew Champagne, SECOND by Meg McGovern to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 ELECTIONS

2.1 Chair, Vice Chair, and Clerk

MOTION by Meg McGovern, SECOND by Andrew Champagne, to nominate Alan Bjerke as Chair of the Board of Tax Appeals.

VOTING: unanimous; motion carries.

MOTION by Alan Bjerke, SECOND by Andrew Champagne, to nominate David Maher as the Vice Chair of the Board of Tax Appeals.

VOTING: unanimous; motion carries.

MOTION by Andrew Champagne, SECOND by Meg McGovern, to nominate Lori Olberg as the Clerk of the Board of Tax Appeals.

VOTING: unanimous; motion carries.

3.0 RULES

3.1 Hearing Procedures

Chair Bjerke proposed following State statute and City charter to establish hearing procedures. He also noted that it was suggested at the ad hoc committee on reappraisal that when site visits are conducted, the Assessor can be asked by the property-owner not to attend. Ms. McGovern also noted that it was suggested having a taping of a mock appeal session to show property-owners how the process of tax appeals works, to familiarize them more with the process. Acting City Assessor Dorman also noted that his office prepared a set of informational slides for property-owners to use as a resource to prepare for the tax appeals process and site visits.

MOTION by Alan Bjerke, SECOND by Meg McGovern, to adopt the rules and procedures as historically conducted and implemented.

VOTING: unanimous; motion carries.

4.0 APPROVAL OF FORMS

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

MOTION by Alan Bjerke, SECOND by Meg McGovern, to approve forms.

VOTING: unanimous; motion carries.

5.0 APPROVAL OF SUBPOENA

5.1 Approval of Subpoena

Deputy City Attorney Pellerin reviewed the subpoena, noting that the property is on 61 Elmwood Avenue. He said that in the subpoena, the City requested the current rent role and the IRS schedule E form 8825 for the years 2021-2022 along with any professionally conducted property appraisals in the last three years, as well as filling out an income and expense form (attached within the subpoena). He noted that they are appealing due to the neighboring pod encampment, which has caused some tenants to vacate. He said that some tenants have a decreased sense of security and that it is a less desirable location to live, given the proximity to the pod encampment. He said that the appellant has contracted with a licensed appraiser to assess the value of the property, but that the appraisal has not to date been submitted. He said that their appeal was denied by the Board of Assessors, and it has now escalated to this level. He said that the Board of Assessors is waiting for an independent appraisal to quantify any decrease in property value.

MOTION by Andrew Champagne, SECOND by Meg McGovern, to approve subpoena.

VOTING: unanimous; motion carries.

6.0 ESTABLISHMENT OF PANEL AND SCHEDULE

6.1 Establish Panel and Schedule

Chair Bjerke said that they have established a panel and discussed scheduling a hearing on Wednesday, October 25, 2023, at 1:00 PM and a backup date of Tuesday, November 7, at 1:00 PM.

MOTION by Andrew Champagne, SECOND by Meg McGovern, to approve the panel and schedule of hearings.

VOTING: unanimous; motion carries.

7.0 CONFLICTS

7.1 North Hill Capitol Partners, LLC, 61 Elmwood Avenue
None.

8.0 OTHER BUSINESS

8.1 Verbal Comments
None.

9.0 ADJOURNMENT

9.1 Motion to adjourn

MOTION by Meg McGovern, SECOND by Andrew Champagne, to adjourn the meeting.

VOTING: unanimous; motion carries.

The meeting adjourned without objection at 1:17 PM.