



Board of Tax Appeals Organizational Meeting - Thursday, October 5, 2017, 12:00 pm - 1:00 pm, Conference Room 12, City Hall 10/5/2017

Board of Tax Appeals Organizational Meeting - Thursday, October 5, 2017, 12:00 pm - 1:00 pm, Conference Room 12, City Hall (Thursday, October 5, 2017)

Generated by Lori Olberg on Thursday, October 5, 2017

Clerk Olberg called to order the Board of Tax Appeals Organization Meeting for Thursday, October 5, 2017 at 12:07 pm.

Present: Tom Champnois, Elizabeth Knudsen, Katie Wade, Andrew Champagne, Board Members; Richard Haesler, Assistant City Attorney and Lori Olberg, Clerk for the Board

1. Agenda

Action, Procedural: 1.01 Motion to amend/adopt agenda

On a motion by Board Member Champagne, seconded by Board Member Champnois the agenda was unanimously adopted.

2. Elections

Action, Procedural: 2.01 Chair

On a motion by Board Member Champagne, seconded by Board Member Knudsen, Tom Champnois was nominated as Chair. All in favor, unanimous. Tom Champnois was elected to be the Chair of the BTA.



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Action, Procedural: 2.02 Vice Chair

On a motion by Chair Champnois, seconded by Board Member Knudsen, Andrew Champagne was nominated as Vice Chair. All in favor, unanimous. Andrew Champagne was elected to be the Vice Chair of the BTA.

Action, Procedural: 2.03 Clerk

On a motion by Assistant City Attorney Haesler, seconded by Vice Chair Champagne, Lori Olberg was nominated as Clerk. All in favor, unanimous. Lori Olberg was elected to be the Clerk of the BTA.

3. Rules

Information: 3.01 Hearing Procedures

Assistant City Attorney Haesler spoke to this and answered Chair Champnois' questions.

The procedure in process follows the City Charter and what most municipal Boards of Civil Authority do. Because Burlington has more municipalities, there is a Board of Assessors that hears and settles grievances leaving the Board of Tax Appeals to hear cases that are more severe and deal with constitutional issues. The Board allows for people to be heard without having to hire outside counsel or to go and deal with expensive Court costs. The Board does have legal counsel through the City and does not face any liability due to the level of review that the City has put in place. The Assessor's office can go in to review a property at any time within reason. The Board acts informally when it comes to comp sale properties and the Board can question each case as it is presented and are advised not to dismiss these cases. People in these cases just want to present their evidence to the Board and be heard.

Information: 3.02 Scheduling

Lori Olberg stated that there are currently four Board members and three more members are needed. The Board will typically hear two cases per meeting. The meetings are typically held after work hours but Lori stated that the meetings could be held at noon if the Board wants. Three people are needed for a panel and there are not enough people right now



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for two panels. Panel A is set. Lori Olberg will be in contact with property owners next week and will then set hearing dates.

4. Approval of all forms

On a motion by Vice Chair Champagne, seconded by Chair Champnois, agenda items 4.01 through 4.05 were unanimously approved. Addendum added per Assistant City Attorney Haesler if City Assessor Vickery requested subpoenas, these could included in the approval of forms.

Action, Communication, Procedural: 4.01 Notice of Hearing

Action, Communication, Procedural: 4.02 Educational brochure

Action, Communication, Procedural: 4.03 Authority of Representation

Action, Communication, Procedural: 4.04 Waiver of Site Visit





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Action, Communication, Procedural: 4.05 Official Notice of Decision

5. Scheduling of hearings

Action, Discussion, Procedural: 5.01 Selection of Panels

One Panel for right now unless the three vacancies are filled.

Action, Discussion, Procedural: 5.02 Selection of Dates, Times

See above, agenda item 3.20.

6. Other Business

Information: 6.01 Verbal Comments

Clerk Olberg mentioned that members will need to be using their City email addresses along with the City's website to access agendas and documents. If there is a need, packets will also be accessible.



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7. Adjournment

Action, Procedural: 7.01 Motion to adjourn

On a motion by Vice Chair Champagne, seconded by Chair Champnois, the Board of Tax appeals unanimously adjourned at 12:40 pm.