



September 27, 2018

Board of Tax Appeals Organizational Meeting - Thursday, September 27, 2018, 2:00 pm - 3:00 pm, Planning & Zoning Conference Room, City Hall

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda as follows: add Lake Champlain Community Sailing Center to agenda item 5.01 List of Appellants (per Assistant City Attorney Haesler)

2. Elections

2.01 Chair

Type: Action, Procedural

2.02 Vice Chair

Type: Action, Procedural

2.03 Clerk

Type: Action, Procedural

3. Rules

3.01 Hearing Procedures

Type: Information

3.02 Scheduling

Type: Information

4. Approval of all forms

4.01 Notice of Hearing

Type: Action, Communication, Procedural

Recommended Action: approve form

 BTA Notice of Hearing 2018.doc



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4.02 Educational brochure

Type: Action, Communication, Procedural

Recommended Action: approve form

2018 BTAPAMPHLET.doc

4.03 Authority of Representation

Type: Action, Communication, Procedural

Recommended Action: approve form

2018 Authority for Representation.doc

4.04 Waiver of Site Visit

Type: Action, Communication, Procedural

Recommended Action: approve form

2018 Waiver of Site Visit Form.doc

4.05 Official Notice of Decision

Type: Action, Communication, Procedural

Recommended Action: approve form

OFFICIAL NOTICE OF DECISION 2018.doc

5. Scheduling of hearings

5.01 List of Appellants

Type: Information

****Lake Champlain Community Sailing Center added to this list per
Assistant City Attorney Haesler, 3:22 pm, LO****

2018 List of Appellants.doc

5.02 Selection of Panels

Type: Action, Discussion, Procedural



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5.03 Selection of Dates, Times

Type: Action, Discussion, Procedural

6. Other Business

6.01 Verbal Comments

Type: Information

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn