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BOARD OF TAX APPEALS ORGANIZATIONAL MEETING

WEDNESDAY, SEPTEMBER 24, 2014

CONFERENCE ROOM 12, CITY HALL

5:00 P.M.

1. AGENDA
2. Elections of Chair, Vice Chair and Clerk
3. Rules: Subpoenas, Hearing Procedures, Scheduling, etc.
4. Approval of all forms: Notice of Hearing, Educational brochure,
Authority for Representation, Waiver of Site Visit,
Subpoena, Official Notice of Decision
5. Scheduling of hearings
6. Other Business
7. Adjournment

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WEDNESDAY, SEPTEMBER 24, 2014

CONFERENCE ROOM 12, CITY HALL

5:05 P.M.

Present: Connie Krosney (CK); Paul Sisson (PS); Andrew Champagne (AC); Ryan McLaren (RL, arrived at 5:10 p.m.); Richard Haesler (RH), Assistant City Attorney and John Vickery (JV), City Assessor

Absent: Brian Martin (BM)

Clerk Olberg presiding:

1. AGENDA

On a motion made by CK, seconded by PS, the agenda was unanimously adopted as is.

2. Elections of Chair, Vice Chair and Clerk

LO opened the floor for nominations. AC wanted to move to the next agenda item because RM had not arrived to the meeting. All Board members agreed to do so.

RM now present at 5:10 p.m.

On a motion made by PS, seconded by AC, CK was elected to be Chair.

On a motion made by AC, seconded by CK, RM was elected to be Vice Chair.

CK stated that the Clerk of the Board is usually LO, LO confirmed this. LO will be the Clerk for 2014.

AC asked to reflect on the passing of Marc Monheimer (who had been a BTA member) and his service to Burlington.

3. Rules: Subpoenas, Hearing Procedures, Scheduling, etc.

RH talked about the subpoena process. These are supplemental records that are executed by him per the request of the City Assessor. The opposing side could also submit subpoenas for City documents, this being a rarity. CK brought up the oath and hearing process that has been distributed among all Board members in advance of the hearings. RH said that he would locate these documents and distribute to the Board.

JV stated that the outside Appraiser retained for one of the cases has serious health issues and will need

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another eight weeks to submit an appraisal for one of the appeals. The Board agreed that was way too long to schedule and decided to schedule both hearings. Appellants have the ability to re-schedule for valid reasons only. All requests need to be made in writing.

4. Approval of all forms: Notice of Hearing, Educational brochure, Authority for Representation, Waiver of Site Visit, Subpoena, Official Notice of Decision

The only change to the forms was to reflect the current year, 2014. CK made a motion, seconded by PS to approve all forms. The motion passed unanimously.

5. Scheduling of hearings

Typically the Board is made up in panels of threes. LO suggested that the panel be one with all Board members since there are only two appeals for this year. The Board unanimously agreed.

Hearings have been scheduled for Monday, October 27th at 6 p.m. Back up date is Tuesday, October 28th at 6 p.m.

6. Other Business

No other business.

7. Adjournment

On a motion made by PS, seconded by CK, the Board of Tax Appeals Organizational Meeting unanimously adjourned.

Attest:

Lori Olberg, Licensing, Voting and Records Coordinator