

Minutes of the BAA
Special Meeting
February 11, 2022

DRAFT

4:00 Present were Donna Dubanoski, Lori Longhi and Thomas Tyler

At 4:05 Chairman Dubanoski called the meeting to order she acknowledges Thomas Tyler as the new member to the group. She thanked everyone for dedicating their time to the town.

She mentioned that this was a special meeting for organizational purposes; Thomas Tyler made a suggestion since we currently did not have a secretary in the room that he would like nominate Lori Longhi to take the minutes for this meeting and any future meeting should the board secretary not be present. Donna Dubanoski second, Lori Longhi agreed to take the minutes. Motion passed

Thomas Tyler then nominated Lori Longhi for Chairman, Lori Longhi declined and there was no second.

Donna Dubanoski made a motion for Thomas Tyler to be Chairman, Lori Longhi seconded motion passed

Lori Longhi thanked Donna for her services and dedication to the public. Thomas Tyler the newly elected BAA Chairman acknowledged the good work Donna has done for the town during her term.

Thomas Tyler discussed having a first and second vice chairman to be able to do any duties the chairman does such as signing appeals or any ministerial duties of the appeals board. There was discussion about this being a revaluation year and the motion was to include scheduling meetings, hearings, and any other related items including personnel decisions. Donna made a motion to have Lori Longhi 1st Vice Chairman, Thomas seconded all three agreed motion passed.

Lori Longhi made a motion to have Donna Dubanoski 2nd Vice Chairman Thomas Tyler seconded all three voted motion passed

Discussions of the budget: Not enough money to adequately service the public in a fair full equitable hearing in a revaluation year. Thomas was authorized to increase the budget, find a secretary to take the minutes, explain what he wanted in the minutes and the timeliness of the minutes. There was discussion on personnel duties and responsibilities and any conflict of interest and various administrations of items such as the procedure upon receipt of the appeal forms. He wants all the forms to be received, stamped, scheduling of a hearing date and time and the BAA to determine the legal sufficiency of each form.

Discussion of forms and letters occurred. Lori Longhi was authorized to look at any forms, letters, discuss the location of the forms on the web site/internet being prominently displayed with town staff and changing the name of the form to be better suited to a "Tax Appeal Form" versus an "Application" which the board said they and the public found confusing and the form was difficult to find.

Donna makes a motion to adjourn at 4:32 Thomas seconds motion passed.