



TOWN OF NEWTOWN

Board of Assessment Appeals
Special Meeting Minutes
November 14, 2018

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF ASSESSMENT APPEALS

A Board of Assessment Appeals Special Meeting was held on Wednesday, November 14, 2018 at 7:00PM in Shared Meeting Room#3, Newtown Municipal Center, 3 Primrose Street, Newtown Connecticut

Members Present: James McFarland and Alex Villamil

Staff Present: Lynn Kovack (Clerk)

James called the meeting to order at 7:13PM

Public Participation: None

New Business: None

Old Business: Continued the discussion on the Standard Operating Procedures

James and Alex continued their discussion on the BAA Appeal guide also known as The Guide.

- Create guide then artifact (forms, rules, documents, etc) to incorporate into the process
- Create an appeal flow chart to organize thoughts and give a scope which they can derive to various sections of the guide
- What is the plan? Rough draft, frame work of the guide. The different parts and what to include in it. The outline of the order and how the process works. Chronological order of event and add documents envisioned to be part of the event and what policies apply to each step of the process
- Creating a plan for what needs to get done. To do list and get a sense of where we are, where were going and how far we are so far

Once these things are completed the final draft will go off to the Town Attorney for review. This is an ongoing process to help the applicant's get through their appeal process successfully.

With there being no other business to transact the meeting was adjourned at 8:14PM

Respectfully Submitted by Lynn Kovack
Board of Assessment Appeals