



## TOWN OF NEWTOWN

Board of Assessment Appeals  
Special Meeting Minutes  
November 28, 2018

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

A Board of Assessment Special Meeting was held on Wednesday, November 28, 2018 at 7:00PM in 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 7:00PM

**Public Participation – None**

**Old Business –** James and Alex continue to work on establishing an Appeals Guide. The main issue is how to flag if an applicant has come to an appeal in prior years. If so we will direct to see the Assessor's office to try and avoid a hearing. Ex: Bring the previous year decision, documentation, etc. This is an ongoing process. Once complete it will be forwarded to the Town Attorney for review and then put onto the webpage for the Board of Assessment Appeals.

With there being no other business to transact the meeting was adjourned at 8:03PM

Respectfully Submitted by Lynn Kovack  
Board of Assessment Appeals