



TOWN OF NEWTOWN

Board of Assessment Appeals
Special Meeting Minutes
October 24, 2018

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

A Board of Assessment Special meeting was held on Wednesday, October 24, 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 7:12PM

Public Participation – None

New Business – After notification, there is no valid activity for Executive Session.

Old Business

James discussed coming up with a document of Standard Operating Procedures to assist the public in their appeal process. Many homeowners have questioned how their assessment could go up after coming into the Board of Assessment Appeals to have things adjusted and then it just reverts back the following year. When the Assessor puts information into the system, the prior data gets wiped out. James stated we need to figure out how to preserve the decision of the Board to avoid unnecessary hearings in the future.

Alex asked if a meeting with the Assessor could help with the process to get everyone on the same page to understand how to adhere to the decisions. James stated it is outside the Commissions responsibility but is willing to work with the Assessor office to help the homeowners in future hearings. There should be a box on the application to check if you have come to the Board in prior years. This way the Assessor can look at old notes and see if they can assist the owner so they can avoid another hearing.

James stated that each applicant is told that if not satisfied after talking to the Assessor, they can talk to the First Selectman. The ultimate burden is on the homeowner to present the evidence. The Commission will look over application and make any changes they feel necessary in helping the process along. The Owner should bring any assessments from prior years if the issue centers on the change in Assessment. Any pictures and documentation will be helpful for the Commission in making their decision. James and Alex will continue to put together any suggestions and forms to review at the next meeting. Lynn will send application to the Board for review and any other forms that can be reviewed and produced to help the Board of Assessment process for applicants. Once the Commission comes up with a final draft of Standard Operating Procedures, it will get sent to the Town Attorney for review. It will then get put on the website for owners to use in preparing for their hearings.

With there being no other business to transact the meeting was adjourned at 8:00PM

Respectfully Submitted by Lynn Kovack
Board of Assessment Appeals