



## TOWN OF NEWTOWN

**Board of Assessment Appeals  
Special Meeting Minutes  
November 7, 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 7, 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 7:01PM

**Public Participation:** None

**New Business:** None

**Old Business:** Continued the discussion on the Standard Operating Procedures

James and Alex continued to discuss the SOP. They went over the Q & A that is on the Assessor webpage. They thought that was a good start. When the SOP is complete they thought about putting a link on the Assessor Page that would direct them to the Board of Assessment Appeals page. On this page we will have forms and the final SOP once it is complete.

The Boards suggestions on their own page would be to have a little information about the Commissioners, Application and any other forms that may be needed for the appeal, contact information for questions ahead of time, an appeal guide which is also being worked on. The appeal guide will walk the applicant step by step through the process. The Commission wants the applicant to have a smooth process and we want to improve accuracy and be sure the owners are all treated equally. Any Assessment an appellant believes is incorrect, if all jobs are done correctly we will have a fair outcome in the process. James and Alex will work on a Survey to hand out at the end of each hearing along with what the next steps are, which is the letter from the Assessor's office in approximately 2 weeks and what they can do if not satisfied with the Boards decision.

So the Summary Guide plan would include things such as:

Website updates/strategies

Process – flow chart

Forms and updates on forms

Once everything is put together by James for the Board to go over and add to, it will then go to the Town Attorney for review and also to proofing prior to release.

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

Respectfully Submitted by Lynn Kovack  
Board of Assessment Appeals