

Minutes and Actions
Board of Assessment Appeals
Organizational Meeting
Wednesday, January 14, 2009
At the Manchester Town Hall, Office of Assessment & Collection
41 Center Street, Manchester, CT
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Present at the meeting were: Board of Assessment Appeals members David Dumaine, William Overton and Dennis Brenner; Board of Assessment Appeals Alternates Geoffrey King and Egils Vigants. Also present were Town of Manchester staff members Tim O'Neil (Assistant Town Attorney), John Rainaldi (Director of Assessment & Collection), Anne Dougherty (Deputy Assessor), and Lawrence LeBel (Assistant Assessor).

Dave Dumaine called the meeting to order at 6:09 PM. He welcomed the new member, Dennis Brenner and new alternate, Egils Vigants and briefly explained the BAA process.

A discussion was held regarding the apolitical nature of the Board of Assessment Appeals and the Officer's positions, which are Chairman and Secretary. Bill Overton made a motion to nominate Dave Dumaine as Chairman due to his status as the senior member. Egils Vigants seconded the motion. The motion carried unanimously.

Dave Dumaine made a motion to nominate Bill Overton as Secretary. Geoff King second the motion. The motion carried unanimously.

Dave Dumaine made a motion to table items C (Hearing Schedule) and D (Process/Groupings) on the agenda so that Item E (Changes of Law?/Next Reval- John) could be discussed. Geoffrey King seconded the motion. The motion carried unanimously.

Tim O'Neil discussed a recent legislative change that requires all Board and Commissions in Connecticut municipalities to post their minutes and actions online within seven days of their meetings or hearings when that municipality has a web site. Attorney O'Neil discussed this matter with the FOI Commission. He noted that all Board of Assessment Appeals (BAA) meeting are public meetings, thus the public may attend those meetings. Attorney O'Neil also noted that regular meetings must be posted with the Manchester Town Clerk's Office before January 31st (John Rainaldi noted that the 1/14/2009 meeting was posted with the Town Clerk in December). Attorney O'Neil noted that all the BAA's appeal hearings and deliberation meetings are considered special meetings, thus, they do not need to be posted with the Town Clerk before January 31st, but still need to be noticed through a public notice when they are scheduled. (John Rainaldi noted that the BAA has always posted such notices as required). Attorney O'Neil noted that the minutes and actions of the meetings should present the high points only and do not need to be in-depth. Attorney O'Neil noted that the BAA's deliberations may be held in Executive Session, which the public may not attend, and requested that the BAA call for a motion to be seconded and approved before going into Executive Session before deliberations. Attorney O'Neil noted that the FOI office is aware of the seven day requirement for Minutes and Actions to be posted online and that Boards and Commissions should use their "best efforts" to comply.

A brief discussion was held regarding Manchester's revaluation schedule and the status of Manchester's phase-in of the 2006 revaluation. John Rainaldi identified October 1, 2006 as the date of the most recent revaluation and October 1, 2011 as the date of the next scheduled revaluation and pointed out that the October 1, 2008 Grand List marks the first year Manchester will be using the full 70% assessment ratio of the 2006 values after the phase-in.

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The BAA then reviewed available dates for special meetings to consist of hearings and deliberations and agreed to the following schedule:

Thursday, March 5, 2009 at 6:30 PM
Saturday, March 7, 2009 at 8:30 AM
Tuesday, March 10, 2009 at 6:30 PM
Thursday, March 12, 2009 at 6:30 PM
Monday, March 16, 2009 at 6:30 PM
Wednesday, March 18, 2009 at 1:00 PM
Thursday, March 19, 2009 at 6:30 PM
Saturday, March 21, 2009 at 8:30 AM (If necessary)
Tuesday, March 24, 2009 at 8:30 PM (If necessary)
Wednesday, March 25, 2009 at 6:30 PM (If necessary)
Saturday, September 12, 2009 at 8:30 AM (Motor vehicles only)


All meetings will be held at the Manchester Town Hall, 41 Center Street.

A discussion was held regarding the appeals processes and groupings for the appeals. The BAA determined that they would implement two hearing groups as they did last year. Anne Dougherty and Lawrence LeBel explained the tasks they and the rest of the Assessment & Collection staff undertake in assisting the BAA with their duties.

Seeing no remaining Old Business or concerns, Dave Dumaine made a motion to adjourn at 7:32 PM. Egils Vigants seconded the motion. The motion carried unanimously.

Respectfully Submitted,

William Overton, Secretary, Board of Assessment Appeals


1/15/09