## Town of Andover Board of Assessment Appeals

Special Meeting Minutes
Tuesday, December 19<sup>th</sup>, 2023 – 4:00pm
Location: Community Room, Town Hall, 17 School Road

Members Present: Alan Roy, Emily Timreck, Linda Armstrong

Board Clerk: Marina Pandolfi

Public Present: none

- **1. Call to Order -** Alan Roy called the meeting to order at 4:01pm.
- 2. Pledge of Allegiance The Pledge was recited.
- **3. 2024-2025 Fiscal Year Budget** discussion on funds needed in budget for the year. All members attend training keep budget around \$150. Eight meetings maximum needed per year would need to increase amount requested for Board Clerk to \$825.

Emily Timreck MOTIONED to present and request \$975 total for the Board of Assessment Appeals in the 2024-2025 Fiscal Year Budget - \$150 for training purposes and \$825 for Board Clerk fees. Linda Armstrong SECONDED. MOTION CARRIED 3:0:0

**4. Dates for March 2024 Real Estate and Personal Property Hearings** – Discussion amongst Board members on dates, number of meetings needed and time of meetings to ensure all appeals are submitted to the State by the March 30<sup>th</sup>, 2024 deadline.

Emily Timreck MOTIONED to schedule the following preliminary dates and times for hearings:

Saturday, March 2<sup>nd</sup>, 2024 9:00am-12:00pm – Location: TBD Monday, March 4<sup>th</sup>, 2024 5:00pm-7:00pm – Location: TBD Monday, March 11<sup>th</sup>, 2024 5:00pm-7:00pm – Location: TBD Wednesday, March 13<sup>th</sup>, 2024 5:00pm-7:00pm – Location: TBD Monday, March 18<sup>th</sup>, 2024 5:00pm-7:00pm – Location: TBD

Saturday, March 23<sup>rd</sup>, 2024 9:00am-12:00pm (meeting of just Board members from 12:00pm to 1:00pm) – Location: TBD

Alan Roy SECONDED. MOTION CARRIED 3:0:0

- **5. Discuss Town email address** email address created for Board member use. Inquiries and questions can be sent to BAA@andoverct.org
- **6. Request for Board Clerk** Emily Timreck MOTIONED to appoint Marina Pandolfi as Board Clerk for the Board of Assessment Appeals. Linda Armstrong SECONDED. MOTION CARRIED 3:0:0
- 7. Adjournment Emily Timreck MOTIONED to adjourn the meeting at 4:45pm. Linda Armstrong SECONDED. MOTION CARRIED 3:0:0

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<sup>\*</sup> The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto