

**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