

**Andover Board of Assessment Appeals  
Special Meeting Minutes**

**Date: Monday February 22<sup>nd</sup>, 2016  
Town Hall Community Room - 6:00 PM**

Chairman Jim Dake called meeting to order 6:40PM

Present: Elaine Buchardt, Jim Dake

Absent: Penny Auer

Public Speak: None

Elaine made a motion to make Elaine chairman. Jim seconded. All approved.

Town Assessor, John Chaponis, presented an overview of the functions of assessors and Board of Assessment Appeals in a given tax year since we are all new on the board. He explained the timing of when things need to occur to be in compliance with state rules.

Jim and Elaine went over the new budget for 2016-2017 to be sent to the Board of Selectmen. New budget is as follows:

Salaries: 630.36 (same from last year)

Clerk: 200 (100% increase from last year)

Training: 150 (50% decrease from last year)

Total: 980.36 (\$50 increase from last year)

Changes are putting money in the clerk field since we may have 50+ appeals requests next year due to revaluation happening this year. We also reduced training to offset the clerk pay allowing for one \$50 class per member next budget year. Elaine made a motion to accept the new budget. Jim seconded. All approved.

Jim made a motion to equally pay all members regardless of who is chairman and split payment to be one third for fall session that is just motor vehicles and two thirds for spring session which includes real estate, personal property as well as motor vehicles. Elaine seconded. All approved.

Jim will submit payment request for 70.04 for Elaine, Jim and Peggy Wright(resigned member) for the September, 2015 motor vehicle hearing process.

Elaine handed out copies the 8 assessment appeal requests that had come into the town clerk by 4:00PM Feb. 18<sup>th</sup>.

BAA hearings will be Thursday March 24<sup>th</sup>,2016 at 7-9PM and Saturday March 26<sup>th</sup>, 2016 9AM to 12PM. Elaine will create letters and send out to the assessment appeals requestors informing them of the timing. She will make sure the hearings will be published in the local paper.

Monday, March 28<sup>th</sup>, 2016 at 7PM the BAA will meet to determine their decisions and if need for further actions.

Meeting adjourned 8:40 PM.

Minutes respectfully submitted by Elaine Buchardt

- V. Discuss Assessment Appeals with the town Assessor
- VI. Budget for 2016-2017
- VI. Pick dates and times for future meetings
- VII. Set hearing dates and times
- VIII. Adjournment