

**Town of Andover
Board of Assessment Appeal**

Thursday, April 23, 2020 at 3:30 P.M.

Location: Virtual Zoom Meeting

Special meeting minutes

1. **Call to order:** The meeting started at 3:30.
2. **Pledge of Allegiance:** The pledge was accidentally omitted.
3. **Test Zoom Meeting:** The meeting was hosted by Amanda Gibson, the Andover Administrative Assistant to help with the process.
The acting chairman, Georgette Conrad, did not have audio/video capabilities so was logged in by phone. Linda Armstrong and Alan Roy, the other two Board members were logged in by computer with audio/video.
4. **Discuss dates for virtual meetings and number of hearings each.**
The types of cases were briefly reviewed and the board decided we could get them done on Saturday, May 2nd and Saturday May 9th from 10 a.m. until noon. Amanda checked to see if these dates were available and they were. There was discussion about borrowing a laptop for me, with the audio/video capability for the two hearing dates. Amanda will help me set it up.
Alan suggested we arrange for a way to let the applicants include any documents they may deem pertinent to their appeal. They would need to email them to Amanda so she could scan them to the web site. I will include that information when I notify them of the dates and instructions on logging into the Zoom virtual hearing.
5. **Public Speak:** There was one person logged into the meeting, Louise Goodwin who is also one of the applicants and Roberta Dougherty, the Assistant Assessor, whom both logged in as part of the public.
6. **Adjournment:** The meeting ended at 4:02 p.m. without a motion. My phone connection became compromised and I couldn't make out what anyone was saying, even though they could hear me and each other clearly.

Respectfully submitted - Friday, April 24, 2020
Georgette M. Conrad,
Acting Chairman