

# **Board of Civil Authority – Tax Assessment Appeal Informational Meeting - July 29, 2025**

## **Meeting Minutes**

**Members Present:** Robin Leslie, Mary Whitaker, Lenore Renaud, Ken Leslie, Tracy Martin, Shari Cornish, and Alexandra Jump

**Others Present:** Tonia Chase, Town Clerk

The meeting was called to order by Robin Leslie at 5:30 p.m.

Robin started meeting by informing everyone that the meeting was being recorded.

Robin read list of names of the four tax assessment appeals along with their parcel ID's and property locations.

Robin next asked if the BCA had read the Rules of Procedure for Property Tax Assessment Appeal Hearings that Tonia had prepared and sent over. She asked if anyone had any questions or concerns, she stated that there have not been Rules of Procedure in the past and that this was newly generated. There were no questions or concerns. Ken made a motion to approve Rules of Procedure, Shari seconded. Motion passed unanimously.

Robin turned meeting over to Tonia to go over statutory deadlines and scheduling of hearings. Tonia went over deadlines and stated that she did not know when hearings would be scheduled because she did not have an opportunity to speak with the Assessor, Matt, regarding his schedule. She will be in touch with potential dates soon. Lenore asked if there would be separate hearings for each property, Tonia stated that it would be a decision for the BCA to make. Shari asked if a Doodle poll would be sent out to see what works best for everyone.

Tracy asked if Tonia knew how many people met with the Assessor to grieve assessment. Tonia did not know how many.

Alexandra asked if she could not attend first hearing because of work schedule if she could attend meeting after property viewing. Tonia said that she could, previously a BCA member who did not attend first hearing couldn't attend next meeting, however that has changed and if a member who does not attend the initial hearing meeting watches recording and reads report after property viewing, they are able to attend final hearing.

Ken made a motion to adjourn meeting, Tracy seconded. Motion passed unanimously and meeting was adjourned at 5:37 pm.

Minutes prepared and submitted by:

Approved by:

---

Tonia Chase, Town Clerk

---

Robin Leslie, BCA Chair