

**BOARD OF ASSESSMENT APPEALS  
MINUTES—REGULAR MEETING  
ASSESSOR’S OFFICE, 2ND FLOOR TOWN HALL  
THURSDAY, MARCH 28, 2019**

Members present: Erica Groh, James Clark and Daniel Santerre.  
Staff present: Audrey Witkowski.

1. Meeting called to order at 6:00PM.
2. Approval of the Minutes: None.
3. Correspondence: None.
4. Appeals: None.
5. Decisions:
  - A. The board mailed a response to an incomplete appeal stating they were unable to provide a hearing due to the paperwork being incomplete.
  - B. The board sent a response to a late appeal stating there were unable to provide a hearing due to the appeal being received after the due date.
6. New business:
  - a. The Board reviewed the submitted appeal applications and set a schedule for appeal dates.
7. Old business: None.
8. Announcements
  - a. The next regular meeting of the Board of Assessment Appeals will be held on Tuesday April 11, 2019 at 6:00PM in the Assessor’s Office, 2nd Floor Town Hall.
9. Adjournment
  - a. The meeting was adjourned at 7:15PM.