

TOWN OF HYDE PARK BOARD OF CIVIL AUTHORITY MEETING

Wednesday, June 19, 2019

Present: Roger Audet, Susan Bartlett, Vicki Emerson, Ed French, Riki French, Mary “Pixie” Loomis, Marilyn Zophar and Kimberly Moulton

Others

Present: None

Chair Bartlett called the meeting to order at 6:06pm. It was determined there was a quorum of the board to proceed. It was determined that Mary “Pixie” Loomis could not be a part of the decision making process in the tax appeal hearing as she was not present during the testimony presented at the hearing on June 3, 2019.

- 1) Immediately moved to item 2 on the agenda: Tax Appeal Hearing of Raymond and Melissa Lacasse – 1152 Battle Row Road.

There was a motion by K. Moulton that was seconded by M. Zophar to reconvene the tax appeal hearing of Appellants Lacasse from June 3, 2019 and enter deliberative session at 6:08pm. Motion passed unanimously.

Ed and Riki French arrived at 6:15pm.

It was the consensus of the board to exit deliberative session at 6:40pm.

There was a motion to continue the hearing until July 1, 2019 at 6:00pm in the upstairs meeting room of the Town Municipal Building.

A new inspection committee was formed of S. Bartlett and E. French. S. Bartlett will contact the other Selectboard members who went with the first inspection committee to be a part of this new inspection committee. The inspection committee is aware that there must be at least 3 members. They will attempt to schedule a site visit with the Appellants Lacasse on June 26, 2019 at 5:00pm. A written report will be submitted when the hearing is reconvened.

- 2) Approve the minutes of the June 3 2019 Abatement Hearing and the June 3, 2019 Tax Appeal Hearing.

There was a motion by E. French and a second by R. Audet to approve the minutes of the June 3 2019 Abatement Hearing and the June 3, 2019 Tax Appeal Hearing as written. Motion passed unanimously.

- 3) Creating Tax Appeal Policy and Procedure

K. Moulton presented a draft version of the *Hyde Park Board of Civil Authority Rules of Procedure for Property Tax Assessment Appeal Hearings*. It was acknowledged that the

document was a model policy from the Vermont League of Cities and Towns (VLCT) and edited to Hyde Park. There were some specific areas that the board needed to decide on.

Page 1, item 3 was decided that hearings would last 20 minutes and that it would require a two-thirds vote of the BCA present to modify the order of the hearings as they appeared on the agenda.

Page 1, item 4 was decided that we keep "All hearings shall be tape recorded".

Page 1 new item 5 would be added to state "Any facts or issues not raised at the hearing may not be brought into evidence later or to appeal".

By adding a new number 5, it caused a renumbering of the previous items 5 through 8 to be now items 6 through 9.

Page 3 item 9 was decided that it would take two-thirds vote of the BCA to amend the rules.

It was discussed that these changes would also be incorporated into the checklist being created for use during each hearing.

K. Moulton states she would make the necessary changes to the policy and procedure, as well as the checklist, and present it for approval at the July 1, 2019 meeting.

There was a motion by E. French and a second by V. Emerson to adjourn the meeting at 7:00pm. The motion passed unanimously.