



Knox County
Board of Assessment Review

A work session of the Knox County Board of Assessment Review took place on Friday, July 22, 2016 at 10:00 a.m. in the Knox County Commission Hearing Room.

Board members in attendance: Wesley Robinson, Marian Robinson, Tammy Brown, Rodney Painter, Jim Murphy (*arrived at 11:35 a.m.*), Lauren Hall Kenniston, and Martin Cates.

Board members absent: *None.*

County Administrative staff present: Administrative Assistant Candice Richards serving as recording secretary.

AGENDA

Work Session

Friday – July 22, 2016 – 10:00 a.m.

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| I. | 10:00 | Meeting Called To Order |
| II. | 10:01 | Review Knox County Board of Assessment Review Documents |
| IV. | | Other Business |
| V. | | Adjourn |

I. Meeting called to order

Chair Marian Robinson called the meeting to order at 10:08 a.m.

II. Review Knox County Board of Assessment Review Documents

Chair Robinson explained that the purpose of this meeting was to review the Board of Assessment Review documents (Rules & Regulations, Application form, and Instructions to Applicants) to see if any changes needed to be made.

It was briefly mentioned that Thomaston Assessors' Agent David Martucci had sent a letter to the Board expressing his suggestions for changing the Board's procedures, etc., but Board members felt that they already knew what changes need to be made and didn't feel that the letter added anything to the discussion.

It was noted that Mr. Martucci had both emailed and called Chair Robinson at her place of residence both prior to the first Childers vs. Thomaston hearing, and also afterwards. Board members agreed that this was inappropriate and could be construed as trying to influence the Board. None of this communication was done through the County Administration office as it should have been. Some of the other Board members encouraged Chair Robinson to send Mr. Martucci a letter telling him that communications outside of the established procedure should not happen again.

The Board discussed the idea of having the option of scheduling another meeting on the Friday following a hearing in case the Board decides at that hearing not make a decision right then because Board members feel they need more time to absorb the information. That way the board can move to recess and come back another day if the board has not reached a decision its comfortable with by noon the day of the hearing. It was noted that this would most-likely be a rare occurrence and not happen on a regular basis. The idea was just to have it as an option if needed.

Discussion of possible wording changes to the Board of Assessment Review documents including clarifying what constitutes a “complete application”, when documentary evidence can be submitted, and procedural rules at hearings.

Administrative Assistant Candice Richards will create marked-up versions of the Board documents and then email them all to the Board members to review to see if everyone agrees with the changes being made. After everyone has had a chance to review the documents and make any further suggestions for changes, a meeting will be scheduled for the Board to formally vote on adopting the changes. Once approved, the updated documents and information will be distributed to the municipalities so that everyone will be aware of the changes. This is the same procedure the Board followed in 2011, which was the last time wording changes were made.

III. Other Business

There was none.

IV. Adjourn

- A motion was made by Rod Painter to adjourn. The motion was seconded by Jim Murphy. A vote was taken with all in favor.

Meeting adjourned 12:11 p.m.

Respectfully Submitted,

Candice Richards
Administrative Assistant
Board of Assessment Review Recording Secretary