



Knox County
Board of Assessment Review

A meeting of the Knox County Board of Assessment Review took place on Friday, January 25, 2013 at 10:00 a.m. in the Knox County Commission Hearing Room.

Board members in attendance: Jim Murphy, Martin Cates, Tammy Brown, Marian Robinson, Rick Lavoie. Board members absent: John Flood, Lauren Hall Kenniston.

County Administrative office staff in attendance: Administrative Assistant Candice Richards serving as recording secretary.

AGENDA

Friday – January 25, 2013 – 10:00 a.m.

- I. Meeting Called To Order**
- II. Elect Officers**
- III. Approve Minutes**
- IV. Discussion and Review of Board Documents**
- V. Other Business**
- VI. Adjourn**

I. Meeting called to order

Chair Marian Robinson called the meeting to order at 10:12 a.m.

The newest member of the Board, Tammy Brown, was introduced to the rest of the Board.

II. Elect Officers

Chair

- Martin Cates nominated Marian Robinson to serve as Board Chair for 2013. Tammy Brown seconded the nomination. A vote was taken with all in favor.

Vice-Chair

- Marian Robinson nominated Jim Murphy to serve as Board Vice-Chair for 2013. Martin Cates seconded the nomination. A vote was taken with all in favor.

Secretary

- Marian Robinson nominated Martin Cates to serve as Board Secretary for 2013. Jim Murphy seconded the nomination. A vote was taken with all in favor.

III. Approve Minutes

Board Chair Marian Robinson called for a motion to approve the minutes.

Martin Cates motioned to approve the minutes of August 10, 2012. Jim Murphy seconded the motion. A vote was taken with 4 in favor and 1 abstention (Tammy Brown).

IV. Discussion and Review of Board Documents

Overall the Board felt that the documents (Instructions to Applicants, Application Form, and Board of Assessment Rules & Regulations) had been reviewed very thoroughly in 2011. The main concern previously had been regarding the time frame in which both the applicant and the town had to submit evidence. The Board felt that the language as it was currently written was working and didn't feel that any changes needed to be made at this time.

Procedure-wise, it was discussed that the Board had at some point in 2012 decided to try voting on the findings of fact all at once. Not long afterwards the board changed it back to voting on one finding of fact at a time because, although rare, it does occasionally happen that not every Board member agrees with a single finding of fact. The Board will keep it this way for now.

There was a discussion about the findings of fact worksheet that Board members use during the hearing to develop the findings of fact. A few minor suggestions were made to make it easier to apply a couple of the generic statements to more specific situations depending on the case.

The Board reviewed their contact information on the Board roster and noted any changes so it could be updated.

V. Other BusinessMileage Reimbursement / Stipends

There was a brief discussion regarding John Flood's previous request to the County Administrator for funding in the 2013 County Budget so that Board members could receive mileage reimbursement and/or a stipend. While some Board members do not have to travel very far for Board meetings or to pick up their meeting materials, Mr. Flood was concerned with the costs of travel since he lives further away than some of the others. It was also noted that Tammy Brown lives on North Haven and has to pay for a ferry ticket in order to make it to meetings or to pick up her information packets for use at hearings. It was suggested that perhaps this issue could be brought before the Commission at a later date.

VI. Adjourn

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

Meeting adjourned 11:10 a.m.

Respectfully Submitted,

Candice Richards
Administrative Assistant
Board of Assessment Review Recording Secretary

