

Barbara Reynolds, Chairperson  
Mary Lou Jamieson, Member



Anne Kendall, Vice Chairperson  
Marina Coprio, Alternate

## BOARD OF ASSESSMENT APPEALS

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### MINUTES TUESDAY, JANUARY 21, 2025

In attendance: Barbara Reynolds, Marina Coprio, Anne Kendall, Mary Lou Jamieson, and Town Assessor Denise Hames.

Meeting called to order by Ms. Reynolds at 5:30 PM

#### **ELECTION OF CHAIRPERSON**

Ms. Kendall nominated Ms. Reynolds for Chairperson; Ms. Jamieson seconded. All in favor, the motion carried (4,0)

Ms. Reynolds nominated Ms. Kendall as Vice Chairperson. Ms. Jamieson seconded. All in favor, the motion carried (4,0).

#### **SET SCHEDULE OF REGULAR MEETINGS**

The Board Members set the following dates:

March 3 <sup>rd</sup> at 5:30 PM	March 7 <sup>th</sup> at 6:00 PM
March 4 <sup>th</sup> at 6:00 PM	March 10 <sup>th</sup> at 5:30 PM
March 5 <sup>th</sup> at 5:30 PM	March 11 <sup>th</sup> at 5:30 PM
March 6 <sup>th</sup> at 6:00 PM	

The September meeting for Motor Vehicle was set for Saturday, September 20, 2025 to start at 10:00 AM.

All in favor, motion carried (4,0).

#### **REVISION TO THE FORMS**

Board Members agreed to change the wording on the to the Board of Assessment Appeals Instructions form as follows:

- Highlight and bold first sentence in the second paragraph.
- Add “**Phone or electronic media will not be acceptable**” at the end of the second paragraph.

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- Add in the last paragraph “**three (3) copies of**” in the sentence “The Board requires you to attach **three (3) copies of** supporting documentation to this application:”
- Remove “**Examples below:**”
- Add “**if applicable**” in the word “**Appraisals**” and move it to the end of the list.

All in favor, the motion carried (4,0).

Hearing no discussion, Ms. Reynolds made a motion to adjourn the meeting and Ms. Kendall seconded. All in favor, the meeting adjourned at 5:54pm

Respectfully submitted,

Patricia D. Manea, Board Clerk