



Town of Hamden Board of Assessment Appeals

Minutes: *The Board of Assessment Appeals, Town of Hamden held a regular meeting at 7:00 p.m. on Thursday, January 13, 2022, via virtual Zoom; the following issues were discussed:*

Meeting Recording:

https://us06web.zoom.us/rec/share/RdTDVtfZK_1eIatqkpczjRw5rLtUROfXkI5XdYFxWVr_bKFdEREGHJobR6H0D0KNv.fERbvq0U4r-fKEQ-

Access Passcode: FK%*18BM

Attending: Kurt Bauknecht, John DeNicola, and James Pascarella. Also in attendance: David Stannard, Interim Chief Assessor; Steven Porcaro, Real Estate Appraiser; Nancy Forvil, Assistant Assessor; and Patrice LeMoine, Clerk for the Board.

1. **Call to order:** Mr. Pascarella called the meeting to order at 7:05 p.m. He then confirmed that a quorum was present.
2. **Election of Officers:** Mr. Pascarella requested nominations for Chair and Vice-Chair of the Board. Mr. Bauknecht nominated James Pascarella as Chair and was seconded by Mr. DeNicola.

Mr. Pascarella nominated Mr. DeNicola as Vice-Chair and was seconded by Mr. Bauknecht. With no other nominations, the motion was presented to approve the slate of officers for a two-year term, and the motion passed unanimously. The slate of officers are as follows:

Board of Assessment Appeals

James Pascarella
John DeNicola

Chair
Vice-Chair

Kurt Bauknecht

Board Member

3. **Consent Agenda:** Mr. Pascarella requested approval of the consent agenda. On a motion made by Mr. Bauknecht, seconded by Mr. DeNicola, and unanimously carried, the Board approved agenda 3a. past minutes as presented.
4. **Introductions: Nancy Forvil, Assistant Assessor** – It was noted Ms. Mickens, Town Clerk, appointed Ms. Forvil to serve as the clerk for the Board during the upcoming appeal application process, which will begin February 1, 2022. With her background and knowledge of the Assessor’s office, she will be a strong asset to the Board in preparing for the appeal hearings.
5. **Acknowledgement of the 2022 meeting and hearing schedule** – Mr. Stannard noted the distribution of the grand list of property values has been extended, therefore, the Board agreed to review the hearing schedule until a later time. Once the Board has an approximation of the number appeals, a final review of the hearing schedule will then be determined.
6. **Upcoming property assessment workshop/seminar** (if available) – The Board will contact the Assessor’s office for the seminar schedule and determine if each will register.
7. **Preparation for upcoming property assessment appeals hearings** –
 - a. Ms. Forvil asked the Board to review the appeal application. There is time to make changes to the application, which can be of better use to the BAA. The Board discussed a list of items (vision appraisal, sales information/sale comparables, notes of the structure that may devalue the assessment, physical deficiency, or discrepancy) to add to the appeal application for the applicant to provide, including contact information via email. Messrs. Porcaro and Stannard noted that if the appellant has inaccuracy/ies to their property, or structural/physical deficiency/ies to their property, those appeals can be referred to the department and avoid a hearing.

Ms. Forvil will prepare a draft of the new application and circulate to the Board before Thursday, January 20 via email. The Board agreed to hold a meeting on January 20 to review and finalize the information.
 - b. **Confirmation of format of the appeal process and hearings** – Pending the start of the hearings, the Board will consider holding the hearings in-person or via Zoom. Due to the current pandemic a final decision will be determined at the end of February for the March schedule.
8. **Other Business:** It was agreed for the Board to hold a special meeting on January 20. Ms. Forvil will forward the draft material and Zoom information before Thursday.

9. **Adjournment:** With no other business to discuss, Chair, Mr. Pascarella requested a motion to adjourn the meeting. At 8:02 p.m. Mr. Bauknecht moved to adjourn, which was seconded by Mr. DeNicola. All were in favor.

Submitted by:

s/ Patrice A. LeMoine
Clerk for the Board of Assessment Appeals