

**Middletown Board of Tax Assessment Review
Minutes
Thursday, January 5, 2012**

The meeting of the Middletown Board of Tax Assessment Review held on Thursday, January 5, 2012 in the Town Council Chambers of Middletown Town Hall began at 3:08 p.m. Board members William Flynn, Tracy Taber, and James Leavitt were present. Also present were Town Administrator and Acting Tax Assessor Shawn J. Brown, Assistant Town Solicitor Turner Scott, and Maureen Maurer, recording secretary.

After a brief description of the full reval in 2008 and the statistical reval completed in December 2011, Turner Scott wished to go over the ground rules for the committee in preparation for their hearing the 56 appeals. There are a series of questions that need to be asked of each applicant: 1) did you file an account last January with the town? 2) did you have any objection to your 12-31-08 assessment? 3) have any modifications been done to the property? He encouraged the committee members to keep going back to the value of 12-31-08 assessment.

There was a brief discussion of what an account is, and a review of the timeline for filing an appeal with the Tax Assessor and then with the Board of Review. The board members also looked at different types of cases that are coming before the board, discussed potential dates for upcoming meetings, how many cases to schedule for each meeting, how much time should be allowed for each applicant to make their case, and how they would make their decision with regard to each applicant at the very end of the meeting.

The committee chose three dates for upcoming meetings: Thursday, January 19, at 3 p.m.; Thursday, February 2, at 3 p.m.; and Wednesday, February 15, at 3 p.m. All meetings will be held in Town Council Chambers, and about 15 cases will be scheduled for each meeting, with each applicant receiving approximately 10 minutes to present their case.

Maureen will be in charge of scheduling applicants for each meeting, posting the agenda, recording and posting minutes for each meeting, preparing files for committee members for the meetings, and writing letters to applicants before and after each meeting. She will also update the data spreadsheet for the 56 cases to include the assessments for 2008, 2009 and 2010, and to indicate which cases have pending court cases for 12-31-08 and 12-31-09 years.

The meeting ended at 4:07 p.m.