

BOARD OF ASSESSMENT APPEALS MINUTES

TOWN OF OXFORD SPECIAL MEETING JANUARY 16, 2014

The meeting was called to order at 7:02 p.m.

Members Present: Linda Czaplinski, Dana Flach,

Members Absent: Jane Maher, had a previous commitment

New Business:

1. Review duties of clerk

Duties for the clerk were discussed in detail, which include sending out notices, scheduling appeal appointments, record hearings in March, and do same for the supplemental motor vehicle assessments in October, compose letters to appellants with decision, file agenda and minutes after approval from Chairman.

2. Finalize hiring of new clerk.

MOTION

A motion was made by Dana Flach and seconded by Linda Czaplinski to hire Lynda Romanowski, of 82 Riggs Street, as the Clerk for the Board of Assessment Appeals, effective today, January 16, 2014. All 2 Ayes. Motion carries.

3. 2014 Meeting Calendar

A. Regular meetings.

B. Meetings for Appeals to the 2013 Grand List

The following meeting dates were confirmed by the committee:

Monday, March 3, 2014
Tuesday, March 4, 2014
Thursday, March 6, 2014
Monday, March 10, 2014
Tuesday, March 11, 2014
Thursday, March 13, 2014
Tuesday, March 18, 2014
Thursday, March 20, 2014
Monday, March 24, 2014
Tuesday, March 25, 2014
Thursday, March 27, 2014
Monday, March 31, 2014

It was determined that the regular meetings will occur one half hour prior to the appeals meetings. The meeting dates for appeals to the 2013 grand list will be the same as above. These dates need to be filed with the Town Clerk, and the Chairman will notify the Voices for the Legal Notices.

Meeting dates for the Supplemental motor vehicles appeals will be as follows:

Monday, October 6, 2014
Tuesday, October 7, 2014
Thursday, October 9, 2014
Tuesday, October 14, 2014
Thursday, October 16, 2014
Monday, October 20, 2014
Tuesday, October 21, 2014
Thursday, October 23, 2014
Monday, October 27, 2014
Tuesday, October 28, 2014
Thursday, October 30, 2014

Action Items:

Lynda Romanowski will compile the minutes and send to the Board prior to filing such minutes. She will also draft these meeting schedules for the filing with the Town Clerks Office, with a copy to Linda Czaplinski, Chairman, for notifying the Voices.

Dana Flach moved to adjourn the meeting at 7:45 p.m. and seconded by Linda Czaplinski.

Respectfully submitted,



Linda Czaplinski
Chairman

RECEIVED January 21, 2014
AT 4:31 PM
TOWN OF OXFORD
[Signature]
(Ass) TOWN CLERK