



The Board of Assessment Appeals held a Preliminary planning meeting for the 2024 Grand List year in City Hall on Thursday, March 27, 2025 in Room 104 from 10:00 am to 1:00 pm
Meeting commenced approximately 10:00 am
In attendance:

Meggan Douglas, member
Harriet Petrides, member
Donald Overton, co-chairperson (via telephone)
Ashley Petrides, member
Steve Scatamacchia, member

Paul Gorman, Assessor
Neil Binder, Assessment Analyst (PP)
Erica Torres, Assessment Analyst (RE)

Mario Coppola, Corporation Counsel
Amelia Williams, Land Use Planner

Esther Murillo, Assistant City Clerk

Topics discussed:

- **Introductions were made of all attendees.**
- **Esther Murillo administered the oath to the Board of Assessment Appeals members**
- **Amelia Williams reviewed inland wetlands reporting.**
- **Mario Coppola, Corporation Counsel reviewed the legal rights and responsibilities of the Board of Assessment Appeals.**
- **Hearings scheduled and number of appeals discussed.**
- **Review of BAA hearing procedures and available documents for: Real Estate – field cards, street indexes and other tools were reviewed that will be available for the Board members to utilize.**
- **The handling of commercial property appeals procedures was reviewed. It was noted that once an Income and Expense statement for**

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commercial properties are submitted to the Board of Assessment Appeals it becomes public knowledge and is no longer a confidential document

- **Personal Property – review of handling business personal property appeals. It was noted that once a declaration is submitted to the Board of Assessment Appeals it becomes public knowledge and is no longer a confidential document.**
- **2023 Supplemental Motor Vehicles – discussion for the handling Appeals for supplemental motor vehicles.**

The meeting adjourned approximately 12.45 pm.

**Respectfully submitted by: Erica Torres, Assessment Analyst (RE)
Assessor liaison to the Board of Assessment Appeals.
March 27, 2025.**

Approved, Donald Overton, co-chairperson

March 28, 2025.