

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Board of Assessment Appeals Meeting Minutes
January 23, 2015
Town Hall Commission Room

In attendance: Chairman Marina Coprio, Ryan Cornell, Hillary Koyner and Barbara Babcock

Meeting called to order by Ms. Coprio: 12:00 Noon

Ms. Coprio stated that the purpose of the meeting is to review the forms and processes from last year and make necessary changes for this year.

Ms. Coprio reviewed the appointment process. Donna Werfelman will set appointments as the completed forms are returned. Ms. Werfelman was asked to join the meeting since she will be taking time off. Ms. Werfelman stated that she makes sure the forms are complete before she makes the appointment for them. If the application is not complete, no appointment is given. If the form was dropped off, then Ms. Werfelman mails them their appointment. Appointments are given on a first come first serve basis. If there is a conflict, then we will try to accommodate.

Ms. Coprio reviews the meeting dates and times which will be as follows (in order of preference)
It was mutually agreed that Saturday appointments will be used on an "as needed" basis.
Appointments will be given in 15 minute timeslots. 10 minutes for the resident to speak, and the remaining 5 minutes to deliberate and make a decision if they can. If no decision can be made, it is tabled and discussed later in the evening.

- 1) March 10th: 4pm – 7:45pm with a break from 6-6:15pm
- 2) March 12th: 4pm – 7:45pm with a break from 6-6:15pm
- 3) March 17th: 4pm - 7:45pm with a break from 6-6:15pm
- 4) March 19th: 4pm - 7:45pm with a break from 6-6:15pm
- 5) March 18th: 4pm - 7:45pm with a break from 6-6:15pm
- 6) *if needed March 14th: 9am – 11:45am

Ms. Coprio explained to Ms. Babcock the responsibilities of an "alternate". Ms. Coprio urged Ms. Babcock to come to all of the hearing nights that she can so she can be familiar with the process. She will not get a vote, unless one of the official board members cannot attend a meeting. The BAA is a 3 man board, but if 2 are present that is all that is needed to vote. But, if one of them is missing, they

prefer to have 3 members so an alternate will be called in. The three Board members will look at all the applications before the end of February to make sure there is not a conflict of interest. If there is, they will call in one of the alternates. Ms. Coprio stated that they do not meet as a Board when reviewing these applications. They come in separately to review the applications to make sure there are no conflicts.

Deadline to submit applications are February 20th. Appointments must be made by March 1st. All decisions must be made with letters sent out by March 31st.

Changes to the forms are as attached:

Ms. Coprio handed out copies of the forms used last year. Discussion ensued regarding several changes to the forms. Revised documents attached.

Meeting adjourned: 1:06pm

Respectfully Submitted,
Randi Derene, Administrative Assistant

Minutes Approved 2/12/15



Town of Weston, CT

BOARD OF ASSESSMENT APPEALS INSTRUCTIONS

Please fill out the Board of Assessment Appeals application form in its entirety. It must be received in the Assessor's Office by 4:30 PM, February 20, 2015.

Failure to have the appeal form returned to the Assessor's Office by 4:30PM, February 20, 2015, or an improperly completed form, will not be granted a hearing, according to Connecticut General Statutes S12-117.

When the form is returned to the Assessor's Office you will be given a confirmation letter and an appointment date. The Board will be meeting in March.

The Board encourages you to attach supporting documentation to this application, which may include appraisals, comparable sales, photographs, surveys, etc. Please supply three copies of supporting documentation, if possible.

Thank you.

Board of Assessment Appeals

APPLICATION TO THE WESTON BOARD OF ASSESSMENT APPEALS
2014 Grand List

Pursuant to Section 12-111 C.G.S. as amended by Public Act 95-283, any person appealing the assessment of property must file an application with the Board of Assessment Appeals on or before February 20, 2015.

1. **Property Owner's Name:** _____ **Phone:** _____

2. **Appellant's Name(if different):** _____ **Phone:** _____

3. Correspondence should be directed to:

Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

City/State/Zip: _____

4. **Property Location:** _____ **Property ID#** _____

Map/Block/Lot: _____

5. **Hearing Schedule Date** _____ **Time** _____ (To Be Completed by the Assessor)

6. **Reason for Appeal.** Please note assessments are based on market value as of **October 1, 2013**. Evidence should support value as of that date.

7. **Appellant's Estimate of Market Value as of 10/1/13:** \$ _____

8. **Basis for your determination of your stated 10/01/13 value.**

9. Sales History – COMPLETE ONLY IF PURCHASED SINCE OCTOBER 1, 2012.

Original Acquisition Date: _____

Type of Transaction (please check where appropriate):

Through Realtor _____ From Owner/Seller _____ Family Transfer _____

From Estate _____ Foreclosure _____ Bank Sale _____

Auction _____ Other _____

Any physical changes to property after purchase? Yes _____ No _____

If yes, explain and describe nature of changes:

I, _____, signer of the foregoing application, swear that the information contained in this application for the revision of the assessment of the above described property is true.

Signature of Owner or Authorized Agent
(If Agent, Attach Letter of Authorization From Owner)

Date

Please return completed application by 4:30 PM, February 20, 2015 to:

**Board of Assessment Appeals
c/o Assessor's Office
56 Norfield Road
Weston, CT 06883**

You will receive a letter with the date, time and location of your hearing.

Questions or comments may be directed to the Assessor's office (203) 222-2606

PLEASE ATTACH SUPPORTING DOCUMENTATION TO THIS APPLICATION, WHICH MAY INCLUDE APPRAISALS, COMPARABLE SALES, PHOTOGRAPHS, SURVEYS, ETC. PLEASE SUPPLY THREE COPIES OF SUPPORTING DOCUMENTATION, IF POSSIBLE.

FAILURE TO HAVE THE APPEAL FORM RETURNED TO THE ASSESSOR'S OFFICE BY 4:30PM, FEBRUARY 20, 2015, OR AN IMPROPERLY COMPLETED FORM, WILL NOT BE GRANTED A HEARING.

**TOWN OF WESTON
BOARD OF ASSESSMENT APPEALS
DECISION SHEET – 2014 GL**

Hearing Date: March ____, 2015 Owner of Record: _____

Property Description: _____ M/B/L# ____ - ____ - ____

Type of Property: _____

BOARD OF ASSESSMENT APPEALS DECISION

No Change in Value: _____ Change in Value as Indicated Below: _____

Inspection Requested: _____

Reason: _____

Original Assessment: \$ _____ New Assessment \$ _____

New APPRAISED/MARKET Value: \$ _____

Board of Assessment Appeals Vote:

YES

NO

MARINA COPRIO

RYAN CORNELL

HILLARY KOYNER

Date:

QDS BAA # _____

Notice Sent: _____

Vision Field Card Updated: / _____