

**Town of East Lyme  
Board of Assessment Appeals  
January 12th, 2022 Special Organizational Meeting Minutes**

**Members Present:**

Patrick Hughes, Chair

Mike Bekech

Kim Kalajainen

Gary Cicchiello

FILED

Jan 19, 2022 AT 8:43 AM/PM

*B. Bekech*  
EAST LYME TOWN CLERK

**Absent:**

Suzanne Szupiany

The Special Organizational Meeting of the East Lyme Board of Assessment Appeals was held on Monday, January 12th, 2022, at 6:00 p.m., at the East Lyme Town Hall.

**I. Roll Call and Call to Order**

Mr. Hughes called the Board of Assessment Appeals to order at 6:07 p.m. and took roll call.

**II. New Business****MOTION (1)**

**Mr. Bekech moved that New Business be moved to the top of the Agenda.**

**Mr. Hughes seconded the motion.**

**Motion carried, 4-0-0.**

Mr. Bekech said taking into consideration his 50 years experience as an Assessor as well as his experience as a Board of Assessment Appeals Board Member & Chairperson, he formulated a list of relevant items to review with the Board. He said and discussed some of the following:

- This is a reval year and there is a stark difference between a typical year and a regular year.
- The Assessor's office is starting late which means that their notices go out late.
- They get everything together to complete the grand list, which will be signed on the last day of February, by statute.
- Hopefully they'll be ready for appeals by the 20th of March, Appeals will need to be heard in April which is cutting it close, since the mill rate is set in May.
- Essentially the Assessor's Office is a brand new office.
- The Clerk is brand new, a new hire.
- The Assistant Assessor is brand new and just came from the Tax Collector's Office, and the former Assistant Assessor is now the Tax Collector and unable to assist the Assessor's Office.
- The Assessor was in a bad accident and will be on leave for the foreseeable future, and two Assessors from other towns are assisting the office but in an extremely limited capacity.

- Without the Assessor there will not be a buffer between the appeal applicants and the Board.
- There will be a lack of experienced staff in setting up the hearings, creating hearing notices to taxpayers that have to go out at certain times, as well as the posting of legal ads; the Board's got to basically take on all those responsibilities or find somebody to do that.

The Board briefly discussed the various options they have for the hearings themselves, be it zoom or in person, and whether to listen to the appeals in teams or as a whole Board.

Mr. Bekech discussed the importance of visiting the sites themselves in person and detailed the appeals process for the new members. He also discussed the CAAO course that the new members may find useful.

Mr. Hughes observed that since they follow the handbook as well as State Statute there is no need to create additional policies or procedures at this point in time.

### **III. Election of Board Officers**

Mr. Hughes called for nominations for BAA Chairman.

#### **MOTION (2)**

**Ms. Kalajainen moved to nominate Patrick Hughes as BAA Chairman.**

**Mr. Cicchiello seconded the motion.**

There were no further nominations and Mr. Hughes said he would be happy to serve again.

**Vote:**

**Motion carried, 4-0-0.**

### **IV. Setting of Meeting Dates**

The Board discussed setting the meeting dates in April and holding a March 16th planning meeting.

#### **MOTION (3)**

**Mr. Hughes moved to set the following meeting dates:**

- 1. March 16th, 2022 BAA Planning Meeting.**
- 2. April 4th, 2022 at 6:00 p.m.**
- 3. April 5th, 2022 at 6:00 p.m.**
- 4. April 6th, 2022 at 6:00 p.m.**
- 5. April 7th, 2022 at 6:00 p.m.**
- 6. April 9th, 2022 at 9:00 a.m.**
- 7. April 11th, 2022 at 6:00 p.m. (if needed)**
- 8. April 12th, 2022 at 6:00 p.m. (if needed)**
- 9. April 13th, 2022 at 6:00 p.m. (if needed)**

**10. April 14th, 2022 at 6:00 p.m. (if needed)**

**Mr. Bekech seconded the motion.**

**Motion carried, 4-0-0.**

**V. Review and Approve Prior Meeting Minutes**

**a. March 8th, 2021**

**b. March 9th, 2021**

**c. September 18th, 2021**

Mr. Cicchiello stated for the record that he has familiarized himself with the meeting minutes and is comfortable voting.

**MOTION (4)**

**Mr. Bekech moved to accept and approve the meeting minutes of March 8th, 2021, March 9th, 2021 and September 18th, 2021 as written.**

**Mr. Cicchiello seconded the motion.**

**Motion carried, 3-0-1.**

**Ms. Kalajainen abstained from the vote since she wasn't present for the meetings.**

**VI. Adjournment**

**MOTION (5)**

**Ms. Kalajainen moved to adjourn the January 12th, 2022 Special Board of Assessment Appeals Organizational Meeting at 6:54 p.m.**

**Mr. Cicchiello seconded the motion.**

**Motion carried, 4-0-0.**

Respectfully Submitted,

Brooke Stevens, Recording Secretary