

Board of Assessment Appeals
Regular Meeting
December 7, 2023



TOWN OF EAST WINDSOR

Board of Assessment Appeals

11 Rye St., Broad Brook, CT 06016-9553
Phone (860) 623-8878 / Fax (860) 623-4798

MEETING MINUTES:

December 7, 2023

Heather Spencer called the Regular Meeting to Order at 6:09 p.m., at the Small Conference Room, 11 Rye Street, Broad Brook, CT, 06016.

ATTENDANCE:

Heather Spencer, Chair
David Swaim, Member
Noreen Farmer, Member

ABSENT:

All members are present.

MOTION:

To approve the Minutes of the Board of Assessment Appeals Meeting, Saturday, September 20, 2023.

Made by (Swaim), Seconded by (Spencer).

IN FAVOR: ALL ABSTAINED: Farmer OPPOSED: NONE MOTION: **PASSED**

MOTION:

To Vote Heather Spencer for a Chair of the Board of Assessment Appeals.

Made by (Swaim), Seconded by (Farmer).

IN FAVOR: Swaim, Spencer OPPOSED: NONE MOTION: **PASSED**

MOTION:

Assessment Appeal Application (ATTACHMENT A)

Board of Assessment Appeals
Regular Meeting
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To approve the application form for hearings to be held for potential appeals of the October 1, 2023 Grand List and the Motor Vehicle Supplemental Grand List of October 1, 2022.

Made by (Swaim), Seconded by (Farmer).

IN FAVOR: ALL

OPPOSED: NONE

MOTION: **PASSED**

Hearings, discussions and/or decisions for appeals of the October 1, 2023 Grand List and the Motor Vehicle Supplemental Grand List of October 1, 2022 will be on the following dates:

Thursday	February 22, 2023	6:00 p.m. – 7:00 p.m.
Tuesday	March 12, 2023	5:00 p.m. – 8:00 p.m.
Thursday	March 14, 2023	5:00 p.m. – 8:00 p.m.
Saturday	March 16, 2023	9:00 a.m. – 12:00 p.m.
Tuesday	March 19, 2023	5:00 p.m. – 8:00 p.m.
Thursday	March 21, 2023	5:00 p.m. – 8:00 p.m.
Saturday	March 23, 2023	9:00 a.m. – 12:00 p.m.

Hearings, discussions and/or decisions for Motor Vehicle Only, specifically for the Motor Vehicle October 1, 2023 Grand List and the Motor Vehicle Supplemental Grand List of October 1, 2022 will be on the following date:

Saturday	September 14, 2023	9:00 a.m. – 12:00 p.m.
Saturday	September 21, 2023	9:00 a.m. – 12:00 p.m.

An organizational meeting to discuss year end business, as well as business for the upcoming year will be held on the following date:

Thursday	December 5, 2024	6:00 p.m.
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MOTION:

To set the above Meeting dates of the Board of Assessment Appeals, for 2024.

Made by (Swaim), Seconded by (Farmer).

IN FAVOR: ALL

OPPOSED: NONE

MOTION: **PASSED**

MOTION:

Board of Assessment Appeals
Regular Meeting
December 7, 2023

To adjourn at 6:39 p.m.

Made by (Swain), Seconded by (Farmer).

IN FAVOR: ALL

OPPOSED: NONE

MOTION: **PASSED**

Respectfully Submitted,

Sabohat Khalilova
Recording Secretary



TOWN OF EAST WINDSOR

Board of Assessment Appeals

11 Rye St. - Broad Brook, CT 06016-9553

Phone - 860.623.8878/ Fax 860-623-4798

ASSESSMENT APPEAL APPLICATION

Grand List of October 1 & Motor Vehicle Supplemental List

Note: Application must be received in person or via fax in the Assessor's Office
by close of business February 20th

Property Owner(s): _____

Mailing Address: _____

Motor Vehicle (one vehicle per application)

Year _____	Make _____	Model _____
Plate # _____	VIN # _____	

Real Estate (one parcel per application)

Property Location: _____	_____ / _____ / _____
Map / Block / Lot _____	_____ / _____ / _____

Personal Property (one account per application)

Business Name & Location: _____	_____
_____	_____

Reason for Appeal: _____

Owner's estimate of value: \$ _____

Information/notice to be sent to: (Please print)

Name - _____

Mailing Address - _____

Phone # _____ email: _____

Signature of property owner

Date

Please specify preferred appointment time -	Monday - Friday 6:30pm to 8:30pm	Saturday 9am to 12 Noon	Day/Time Requested:

Time Slots are in 15 minute increments - Requested time not guaranteed

OWNER'S CERTIFICATION FOR AGENT

I, _____ being the legal owner of the above-mentioned property hereby
authorize _____ to act as my agent in all matters before the
Board of Assessment Appeals of the Town of East Windsor.

(Owner's signature authorizing Agent's Service)

BOARD OF ASSESSMENT APPEALS TOWN OF EAST WINDSOR, CT

GENERAL GUIDELINES FOR BOARD OF ASSESSMENT APPEAL APPLICATIONS

1. The Application form must be completed in full and received in the Assessor's office by close of business on February 20th. If a weekend or holiday, by the last business day prior to the 20th. You will be notified in writing concerning your scheduled hearing date & time by March 1st. Applications are available online on the Town's website, www.eastwindsor-ct.gov.
2. If appealing more than one account – a separate Application for Appeal must be filed for each account/property.
3. September Motor Vehicle Hearings are held on a First Come, First Serve walk-in basis for appeals on the Motor Vehicle bills that were issued in the previous July. A sign-in sheet will be provided.
4. At the time of your Hearing, you must be prepared to leave at least one (1) copy of all documentation presented to the Board of Assessment Appeals for their records. Examples of documentation to be submitted are not limited to the following:
 - a. Appraisals;
 - b. Photographs, if necessary;
 - c. Records for high mileage relating to automobiles (oil change &/or garage receipt bill showing the mileage);
 - d. Fixed asset listings and depreciation schedules for personal property; and
 - e. Income and expense statements.
5. You must prove to the Board of Assessment Appeals that your property has been assessed too high as of the pertinent Grand List date.
 - a. In the case of a real estate appeal, the pertinent Grand List date would be the most recent Revaluation date.
 - b. All motor vehicle or personal property proof must be dated at or about October 1 of the Grand List.
6. Documentation presented, is subject to the Freedom of Information Act.
7. If you send an agent to represent you in your appeal, you must provide the authorization for the agent to act on your behalf. (Agent's Certification is located on the bottom of the Appeal Application form)