



## Town of Burlington

### MEETING MINUTES BOARD OF ASSESSMENT APPEALS

**SATURDAY, SEPTEMBER 16, 2022**  
**10:00 AM TO 12:00 PM – OPEN SESSION**  
**12:00 PM – DELIBERATION OF BOARD**

### BURLINGTON TOWN HALL

#### Attendees:

Roy Merritt, Jr., Acting Chairman – Board of Assessment Appeals  
Kerri Kazlauskas, Member – Board of Assessment Appeals  
Andrew Ugalde, Member – Board of Assessment Appeals

- I. Open Session (10am to 12 pm) – Appellant hearings related to the assessment of motor vehicles pursuant to the **Grand List of October 1, 2022.**

*No appellants came before the Board during the Open Session.*

- II. Call Meeting to Order (12 pm)

*At 12:00 pm, Acting Chairman Roy Merritt made a motion to call the meeting of the Board of Assessment Appeals to Order. Motion was seconded by Andrew Ugalde and all voted in favor.*

*The first order of business for the Board was to elect a permanent Chair for the Board of Assessment Appeals. Andrew Ugalde made a motion to nominate Roy Merritt to serve as the Chairman for the Board of Assessment Appeals through the Board's March 2024 Meetings, at which time the Board will nominate and vote on the next term for the Chair position, which would run through the November 2025 municipal election. Motion seconded by Kerri Kazlauskas and all voted in favor.*

*Roy Merritt will serve as Board of Assessment Appeals Chairman for the term ending March 31, 2024.*

- III. Review and Deliberations on Appellant Hearings from Open Session.

*No review and deliberations as there were no appellant cases before Board.*



## Town of Burlington

### IV. New Business

#### a. Schedule 2024 BAA meeting dates

##### *2024 BAA Meeting Dates / Times as Follows:*

1. *Tuesday, March 12, 2024 6:00 pm to 9:00 pm*
2. *Wednesday, March 13, 2024 6:00 pm to 9:00 pm*
3. *Thursday, March 14, 2024 6:00 pm to 9:00 pm*
4. *Saturday, September 14, 2024 10:00 am to 11:00 am hearings / open session;  
11:00 am Meeting (Board Review & Deliberations)*

### V. Adjourn

*Acting Chairman Roy Merritt made a motion to adjourn the meeting of the Board of Assessment Appeals. Motion seconded by Kerri Kazlauskas and all voted in favor.*

*Meeting adjourned at 12:06 pm.*

Respectfully submitted,

Roy Merritt  
Chairman  
Board of Assessment Appeals