



# OFFICE OF THE ASSESSOR

## City of Burlington

City Hall, Room 17, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7114

### MINUTES for TAX ABATEMENT COMMITTEE WEDNESDAY, AUGUST 31, 2016 CITY HALL, ROOM 17 5:00 p.m.

**Board Committee Members Present:** Joan Shannon (Chair), Chip Mason(called-in), Sara Giannoni  
**Board Committee Members Absent:** None

**Administration Present:** John Vickery, City Assessor/BTA advisor; Kenneth Nosek, Associate Assessor and Administration for BTA; Eugene Bergman, Assistant City Attorney

**Administration Absent:** None

#### 1. Introductions (additions or changes to the agenda) started at 5:04 p.m.

#### 2. Public Forum

No one came forward to speak

#### 3. Organizational review of tax abatement process, guidelines, and procedures constituting abatement.

-what are roles of people at the Tax Abatement Hearing? J.S.

3 reasons to abate per Burlington Charter-However, according to Gene section 24 VSA section 1535 is not excluded from our proceedings. G.B

Tax Abatement committee is a Quasi-Judicial body. G.B.

Gene can give C/T office suggestions about their presentation for a hearing but he is not the City of Burlington council for the abatement hearing process. G.B.

John Vickery is member of the full board, look at him as Ex Officio but he cannot provide evidence, John is not the staff for the meeting. Kenneth Nosek is the staff that can provide the evidence, administrate the meeting, take minutes, orchestrate the nuts and bolts before and after the meeting. G.B.

What suggestion do those present have for continued development of the Tax Abatement Request Form? K.N.

- Add a disclaimer to request that petitioners please do not share Social Security number, bank account or routing numbers. Anything submitted to the committee is a matter of public record.
- J.S would like a backside to explain- answer we have it.

- J.S. would like to see abatement submission deadline info supported by Tax Abatement letter. Also, go to city website to see dates of abatement hearing. See the basis based on the City Charter. Specific rules city has to follow. J.S. would like to see the reasons we abate taxes -City of Burlington ordinances reasons on the letter but not the V.S.A. reasons.
- Committee spoke about certain specific sentences on TAR form letter to change, delete.
- S.G would like to see, if possible, any supporting docs that supports their request, ask for them to bring it with them. J.S. can tell them to bring it but not submit it as public information. J.S. would add to letter “please submit information you would be comfortable with on public record.

Discussed creating a regularly scheduled meeting.

E.B. –make a meeting schedule

J.S. would like Kenneth to circulate a meeting schedule.

#### **4. Other Business**

**Meeting adjourned at 5:40 p.m.**