

Minutes

1. **Meeting call to order**—5:05 p.m. In attendance were Terry O’Connell, Kevin Knopp, Stewart Brecher, Charles Saul, Finance Director Sarah Gilbert, and Town Clerk Liz Graves.
2. **Excused absences**—None.
3. **Election of officers**—Mr. O’Connell has announced his intent to resign from the board after many years, but agreed to come to this meeting to help orient new members. He did not vote at this meeting.

Mr. Saul, with second by Mr. Brecher, moved to nominate Mr. Knopp for chair. Motion passed 3-0.
- 4.
5. **Public Hearing: Remote Participation Policy**—There being no public comment, Mr. Saul, with second by Mr. Brecher, moved to adopt the Remote Participation Policy as presented. Motion passed 3-0.
6. **Intro to Assessment Review appeal process, etc**—The board held a general discussion about how to conduct a hearing, past practice, and procedural guidelines.
7. **Set date(s) for hearing meetings**—Possible dates for upcoming hearings: Thursday, Feb. 17 at 3:30 p.m. and Thursday, March 3 at 3:30 p.m. Meetings will be via Zoom per Town Council request. Ms. Gilbert offered to check with the appellants on their availability those dates.
8. **Other business**—None.
9. **Adjourn**—Meeting adjourned at 5:56 p.m.

Elizabeth Graves, Town Clerk