

**Board of Assessment Appeals  
February 20, 2020 Final Minutes**

A Regular Meeting of the Board of Assessment Appeals was held on Thursday, February 20, 2020 at 5:00 pm in the 2nd Floor Conference Room of Old Town Hall 611 Old Post Road, Fairfield, Connecticut.

**MEMBERS PRESENT:**

Harold Zawadski, Chair

Peter Ruppert, Vice Chair

Carol DePietro

Alexis Harrison (by phone) (5:14 arrival)

Kathleen Griffin, Secretary

**MEMBERS ABSENT:**

none

**OTHERS PRESENT:**

Ross Murray, Assessor; John Wynne; Jan Carpenter

1. Call to Order – Harold Zawadski called the meeting to order at 5:08 pm.
2. Approval of Minutes – Carol DePietro made a motion to approve the December 12, 2019 draft minutes. Harold Zawadski seconded. The motion passed 4-0.
3. Discussion with the Assessor – The assessor reviewed the hearing process reminding members to swear everyone in except for counsel and to make sure agents present an authorization letter signed by the owner. Alexis Harrison joined the meeting at 5:14 pm by phone. The Assessor noted that 114 appeals were filed this year.

The Assessor brought up the issue of original signatures vs. no signature vs. faxed signatures and what the board would accept. The question was raised as to whether the Statutes require an original signature, or a fax is acceptable. The Assessor said he would check on that. Harold Zawadski made a motion, seconded by Carol DePietro, to postpone the discussion on signatures to item #5 (other business). The motion passed 5-0.

4. Scheduling of Board Members Availability – Members provided their hearing availability to Kathleen Griffin who said she will submit an availability listing to the Assessor's office within 24 hours so the office can start scheduling the hearings.
5. To transact any other pertinent business before the Board – Peter Ruppert made a motion to add a voting item to the agenda regarding the acceptance of appeals without original signatures. Carol DePietro seconded the motion which passed unanimously. The chair recognized John Wynne who spoke on behalf of his neighbor who owns the property at 163 Harbor Road and is out of town. Mr. Wynne said that the zip code on the application was incorrect and therefore his neighbor's Fedexed application with an original signature was delayed by a day and will miss the deadline by one day. Mr. Wynne said that a xeroxed copy of the application did make it by the deadline. Mr. Wynne asked that the Board accept the application as valid since it was the Town's error on the form. Harold Zawadski made a motion to accept the appeal for 163 Harbor Road as valid. Peter Ruppert seconded the motion which passed unanimously.

6. Adjourn – Carol DePietro made a motion to adjourn the meeting. Alexis Harrison seconded. The motion passed unanimously. Harold Zawadski adjourned the meeting at 5:55 pm.

Respectfully Submitted,

Kathleen Griffin  
Secretary  
Board of Assessment Appeals