

**Minutes and Actions of the Manchester Board of Assessment Appeals Special Meeting**  
**NOTE: THIS DOCUMENT IS UNOFFICIAL PENDING FINAL APPROVAL AND**  
**SIGNATURES BY THE BOARD OF ASSESSMENT APPEALS**

(Page 1 of 2)

Date of Meeting: Tuesday, February 9, 2021

This meeting was conducted via Zoom.com at this link:

Topic: Board of Assessment Appeals Special Meeting  
Time: Feb 9, 2021 06:30 PM Eastern Time (US and Canada)

<https://zoom.us/j/99471434710?pwd=NIhna3QrYmNXdVE1RWdkN29YTUxMUT09>

Meeting ID: 994 7143 4710; Passcode: G93RMt  
One tap mobile  
+19292056099,,99471434710#,,,,\*712713# US (New York)  
+13017158592,,99471434710#,,,,\*712713# US (Washington DC)  
Meeting ID: 994 7143 4710; Passcode: 712713

Members present: David Dumaine, Jeffrey Sullivan, Cyril D'Auria, and Robert Sulick

Member absent: Stephanie Knybel and David Wichman

Town of Manchester staff member present: John Rainaldi, Director of Assessment & Collection

1. Meeting called to order by David Dumaine at 6:41 PM. David Dumaine greeted all present.
2. The primary purpose of this meeting was to test the Zoom and Docusign processes, which will be used for BAA meetings in March 2021. All members present felt comfortable using Zoom and Docusign.
3. John Rainaldi provided an update on the number of appeal applications received to date, and indicated that there will be more file by the February 20, 2021 deadline, most applications tend to arrive shortly before the deadline. There is no estimate as to how many appeals will be received, but it is likely the BAA will not need all of the scheduled dates for appeal hearings.
4. There was a discussion about how many groups of appeals to hold. The BAA typically has two groups, with two appeal hearings conducted on at one time. Due to the use of Zoom during the COVID-19 pandemic, the BAA would prefer to have one group, and only one hearing conducted at a time. This will be the plan, unless there is an influx of appeals filed resulting in a need to have two groups.

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**(Page 2 of 2)**

5. A discussion was held regarding the documents that the appellants submit for their appeals. John Rainaldi indicated that he would ask appellants to submit their documents in advance of their hearings, if possible, so that he can scan them and have them available for viewing by the BAA during the appeal hearing. However, the BAA cannot require the appellants to submit their documents in advance of their hearing. The BAA would prefer appellants to submit a maximum of six comparables for review if possible. John Rainaldi indicated that for motor vehicle appeals, appellants will be asked to provide photographs of the vehicle, damage, engine, interior, exterior and odometer and anything else they need to show the condition of the vehicle.
6. Cyril D'Auria made a motion to approve the minutes from the January 12, 2021 BAA meeting. Jeff Sullivan seconded the motion. Motion carried unanimously.
7. Other business (Old or New): None.
8. Adjournment: David Dumaine made a motion to adjourn the meeting at 7:10 PM. Bob Sulick seconded the motion. The motion was approved unanimously, the meeting adjourned at 7:10 PM.

**Respectfully submitted by: John Rainaldi, on behalf of the Board of Assessment Appeals**