

Minutes

May 1, 2018
98 Alexandria Pike, Suite 35
Warrenton, VA 20186

Board of Equalization (BOE):

Ida Light
Dawn Arruda
Jennifer Hoysa
Tom LaHaye
Lee Sherbeyn

Reassessment Staff:

Patty McSweeney

Determination of Quorum:

Call to Order: Tom LaHaye called the meeting to order at 9:09 a.m.

Review of Agenda:

Action Items/Reports of Officer:

BOE Hearing Form/Letters – Patty McSweeney made the requested changes to the Hearing Form, Letter for No Changes, and a Change Letter with the order. No changes were made to the Reduction Letter. Dawn Arruda moved to approve the letters as amended. Lee Sherbeyn seconded and the motion carried. A copy of all amended documents will be attached to the official minutes.

Review for potential adoption of Minutes of Prior Meeting:

Lee Sherbeyn moved to approve the minutes of the April 26, 2018 Board Meeting. Ida Light seconded and the motion carried.

Old/Unfinished Business (including deferred decisions) – Ida Light will be the time keeper and Dawn Arruda will be the “driver” for the computer during the hearings. It was decided that the BOE members would set on the right side with the appellants on the left side of the table.

Training was provided using various applications such as GIS and Keystone in reviewing employee property records in preparation for our hearings.

New Business – Patty McSweeney will try to schedule a conference call for Mike Colavecchio on Thursday, May 3rd to discuss the definition of a pipestem.

Next Meeting - The next Administrative Meeting will be Thursday, May 3, 2018 beginning at 9:00 a.m. The meeting notice will be posted.

Adjourned – Lee Sherbeyn moved to adjourn at 12:53 p.m. Ida Light seconded and the motion carried.

Submitted by,

Jennifer R. Hoysa
2018 BOE Secretary