



# BCA WORKSHOP: EFFECTIVE PROPERTY TAX APPEALS

Date: Tuesday, May 10, 2016 - Holiday Inn, Rutland, VT

## WORKSHOP SCHEDULE

**8:30 Registration** (Coffee and Light Breakfast provided by Holiday Inn Conference Center)

**9:00 Welcome and Opening Remarks**  
**Abby Friedman, Director, VLCT Municipal Assistance Center**

**9:05 Introduction to Fair Market Value and Equalization**  
In this session, representatives from Property and Valuation Review of the Vermont Department of Taxes will introduce the central concepts involved in assessment appeals including fair market value and equalization.  
**Teri Gildersleeve, Advisor Supervisor, Vermont Department of Taxes**  
**Christie Wright, District Advisor Supervisor, Vermont Department of Taxes**  
**Cy Bailey, District Advisor, Vermont Department of Taxes**

**10:00 Break**

**10:15 Open Meeting Law for Tax Appeal Hearings**  
Like other municipal boards, the boards of listers and of civil authority are legally required to follow the requirements of Vermont's Open Meeting Law. In this session, we will review these requirements in detail and discuss practical methods for boards to get their work done while still complying with the rigorous requirements of the law.  
**Carl Andeer, Staff Attorney I, Municipal Assistance Center**

**11:05 Break**

**11:15 Conducting Effective Lister Grievances**  
In this session, we will examine the lister grievance process in detail, from change of appraisal notices through grievance decisions. We will also review deadlines and discuss the role of contracted professional appraisers in grievances, paying particular attention to strategic management of the grievance process through the use of public education.  
**Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center**

**12:00 Lunch**

**1:00 Conducting Effective Lister Grievances (continued)**

**1:45 Break**

**2:00      Conducting Effective Board of Civil Authority Hearings**

In this session, we will discuss the legal and practical considerations for conducting board of civil authority (BCA) hearings, including compliance with statutory timelines and protection of due process rights, the presumption of validity and the burden of persuasion, the responsibilities of the inspection committee, effective management of evidence, and best practices throughout the hearing process. We will also touch on the two routes of appeal from the decision of the BCA: to the state appraiser and to superior court.

**Garrett Baxter, Senior Staff Attorney, Municipal Assistance Center**

**3:30      Complete Evaluations and Conclusion**