

Form PVR-4404-PN
NOTICE OF BOARD OF CIVIL AUTHORITY HEARINGS

Pursuant to the provisions of Vermont law under 32 V.S.A. § 4404(b), notice is hereby given that the Board of Civil Authority within and for the town of Brookline will on the 20th day of August, 2025, at 6 o'clock in the evening (AM / PM) meet at Town office, 734 Grassy Brook Rd in Brookline, VT in said town to hear appeals of persons, or other parties, who are aggrieved by the action of the board of listers and have timely filed their written appeal with the town clerk. Hearings will continue as scheduled with appellants until all parties are heard.

Board of Civil Authority

by Mayone Ray Date 08/07/2026
Chair/Clerk

Copy and Post to:

Post: Three Public Places

Copy to: Board Members
Town Agent
Chairperson, Board of Listers
All Appellants

Andrea & Michael Seaton
Appellant

6:00 pm
Appointed Time

08/20/2026
Date

32 V.S.A. § 4404(b).

The town clerk forthwith shall call a meeting of the board to hear and determine such appeals, which shall be held at such time, not later than 14 days after the last date allowed for notice of appeal, and at such place within the town as he or she shall designate. Notice of such time and place shall be given by posting a warning therefor in three or more public places in such town, and by mailing a copy of such warning, postage prepaid, to each member of the board, the agent of the town to prosecute and defend suits, the chair of the board of listers, and to all persons so appealing.

**TOWN OF BROOKLINE, VT
BOARD OF CIVIL AUTHORITY MEETING
AND
PROPERTY TAX ASSESSMENT APPEAL HEARING
AGENDA FOR HYBRID MEETING**

The Brookline BCA will meet in person at the Brookline Town Office, 734 Grassy Brook Road
August 20, 2026 at 6:00 PM

Join Zoom Meeting
<https://us02web.zoom.us/j/89660868699?pwd=v9AvmvlljhpZNb9l5PSb8DDlTRG0lj.1>

Meeting ID: 896 6086 8699
Passcode: 228119

MEETING AND TAX ASSESSMENT APPEAL HEARING AGENDA

1. Additions or deletions to agenda.
2. Organizational matters:
 - a. Roll call attendance.
 - b. Oaths for Board of Civil Authority members.
 - c. Adopt Rules of Procedure.
3. Motion to amend or adopt previous meeting minutes.
4. Public comment.
5. Tax assessment appeal hearing re: Andrea & Michael Seaton
793 Grassy Brook Road
Brookline, VT 05345
6. Adjourn.

Town of Brookline, Board of Civil Authority

By: /s/ Marjorie Ray
(Town Clerk)

Date: 8/7/2026

**BROOKLINE BOARD OF CIVIL AUTHORITY
RULES OF PROCEDURE FOR
PROPERTY TAX ASSESSMENT APPEAL HEARINGS**

- A. PURPOSE.** The Board of Civil Authority (“BCA”) of the Town of Brookline is required by 32 V.S.A. Chapter 131 to conduct appeal hearings of lister property valuation decisions. The purpose of these rules is to establish uniform procedures for conducting such appeal hearings and to ensure compliance with Vermont’s Open Meeting Law.
- B. APPLICATION.** These rules of procedure will apply to all property tax assessment appeal hearings conducted by the Brookline Board of Civil Authority. A copy of these rules must be provided to the Brookline Board of Listers and to each party bringing an appeal before the BCA.
- C. PROCEDURE.**
1. The Chair of the BCA, or in the Chair’s absence, the Vice-Chair, will preside over all tax appeal hearings. If both the Chair and the Vice-Chair are absent, a member selected by the BCA will preside over the hearing. The Chair may make motions and may vote on all questions before the BCA. The Chair will rule on all questions of order and procedure.
 2. Pursuant to 24 V.S.A. § 801, a quorum of the BCA shall be any three or more members for a tax appeal hearing. The act or decision of a majority of that quorum will be treated as the act or decision of the full BCA.
 3. Each BCA meeting will have an agenda prepared by the Town Clerk, with 30 minutes allotted for each hearing. All hearings will be conducted in the same order as they appear on the agenda, except that by majority vote of the BCA members present, the order of hearings may be modified.
 4. All hearings will be recorded. A copy of the recording must be posted in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the hearing.
 5. Appellants must submit three copies of all documentary evidence to the BCA. The Clerk will mark all documents submitted to the BCA with appropriate identifying information.
 6. The Chair may exclude any irrelevant, unreliable or unnecessarily repetitive evidence. Relevant evidence is any verbal testimony or document that tends to demonstrate the

value of the property subject to appeal. Reliable evidence is any relevant evidence commonly relied upon by reasonably prudent people in the conduct of their affairs.

7. The Chair will conduct all tax appeal hearings in the following sequence:
 - a. Open the hearing, stating the name of the appellant, property location and parcel ID number.
 - b. Ask the appellant and listers to take the following oath:
"Under the pains and penalties of perjury, do you solemnly swear that the evidence you give in the cause under consideration shall be the whole truth and nothing but the truth?"
 - c. Ask the appellant if they received a copy of these rules of procedure and whether they have any questions about how the hearing will proceed.
 - d. Request BCA members to disclose any conflict of interest and/or *ex parte* communication.
 - e. Ask the Listers to introduce the property on appeal by describing the property and its present valuation.
 - f. Ask the appellant to present their valuation and supporting evidence.
 - g. Ask the Listers to respond to the information presented by the appellant.
 - h. Invite questions from BCA members.
 - i. Ask the Listers to present their valuation and supporting evidence.
 - j. Ask the appellant to respond to the information presented by the Listers.
 - k. Invite questions from BCA members.
 - l. Appoint an inspection committee of three BCA members to inspect the property at a date and time set by the chair and report its findings back to the BCA.
 - m. Recess to a date and time not more than 30 days from the hearing to accept the inspection committee report.
 - n. Reopen the hearing at the date and time specified.
 - o. Invite the inspection committee to present its report.
 - p. Invite final questions from the BCA.
 - q. Invite final comments from the appellant.
 - r. Invite final comments from the Listers.
 - s. Close the hearing and explain that the BCA will enter deliberative session and will issue a decision in writing within 15 days.
8. Each property must be subject to an inspection by a site inspection committee of not less than three BCA members appointed by the Chair. The site inspection committee must report to the board within 30 days of the hearing. If, after notice, an appellant refuses to allow an inspection of the property as required under 32 V.S.A. 4404(c),

including the interior and exterior of any structure on the property, the appeal will be deemed withdrawn.

9. These rules may be amended by majority vote of the BCA members present.

Adopted by the Brookline Board of Civil Authority at its meeting held August 20, 2026.

Signatures:

Chair, Board of Civil Authority

Attest: _____
Town Clerk