

**Board of Assessment Appeals  
Wednesday, March 4, 2020  
Caucus Room  
South Windsor Town Hall  
6:00pm  
Meeting Minutes**

**Call to Order:** A Board of Assessment Appeals meeting of the Town of South Windsor was held on Wednesday, March 4, 2020 in the Caucus Room at the South Windsor Town Hall. It began at 6:02pm and was presided over by Chairperson Linda Jeski.

**Attendees:** Voting members in attendance included Carolyn Carey, Kevin Greer, Gavin Zhu, Debbie<sup>1</sup> Duarte, Linda Jeski, Town Attorney, Kari Olson, and Assessor, Mary Huda

**Approval of Previous Minutes:** None at this time.

**Announcements:** None at this time.

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**Old Business:** None at this time.

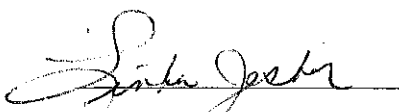
**New Business:** Kari Olson, South Windsor Town Attorney, presented FOI (Freedom of Information) to the Board. They reviewed information such as:

Meetings need two members for a quorum. Public records/ meeting minutes and hearing information are documents the Board creates related to Board Business. If the Board are using email – they are advised to set up a specific folder for any Board related correspondence.

Edits were made to the “Meeting Minutes” sheet.

Mary Huda, Assessor, gave an overview of audit information.

**Adjournment:** Debbi Duarte made a motion to adjourn the meeting at 7:58pm. Seconded by Kevin Greer. All members were in favor, none opposed and the meeting adjourned.

 3/9/2020

Linda Jeski, Chairperson (Date)