



## Town of Burlington

### MEETING MINUTES BOARD OF ASSESSMENT APPEALS

**SATURDAY, SEPTEMBER 13, 2025**  
**10:00 AM TO 11:00 AM – OPEN SESSION**  
**11:00 PM – DELIBERATION OF BOARD**

### BURLINGTON TOWN HALL

- I. Open Session (10am to 11 am) – Appellant hearings related to the assessment of motor vehicles pursuant to the Grand List of October 1, 2024.

*Chairman Roy Merritt, members Kerri Kazlauskas, and John Paul “JP” Parente present.*

*No appellants appeared before the Board during the Open Session.*

- II. Call Meeting to Order

*Chairman Roy Merritt made a motion to call the meeting of the Board of Assessment Appeals to order. Motion seconded by Kerri Kazlauskas. All in favor. Meeting called to order at 11:01 A.M.*

*No members of the public present.*

- III. Review / Approval of March 2025 Meeting Minutes

*Chairman Roy Merritt asked the Board if there were any comments to the minutes for the prior meeting of the Board on March 20, 2025. No comments brought forward.*

*Member Kerri Kazlauskas motioned to accept the minutes of the March 20, 2025 meeting as written, seconded by member JP Parente. All in favor. March 20, 2025 meeting minutes accepted as written without comment.*

- IV. Review and Deliberations on Appellant Hearings from Open Session.

*No review and deliberations held as no appeals were presented by the public during the Open Session.*

- V. New Business

- a. Schedule 2026 BAA meeting dates

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## Town of Burlington

*The Board discussed scheduling meeting dates meeting dates for March 2026 property appeals and September 2026 motor vehicle appeals.*

*Chairman Roy Merritt motioned that the Board schedule to meet in 2026 on Wednesday, March 18 and Thursday, March 19 6:00 P.M. to 9:00 P.M. each night, and on Saturday, September 12 at 10:00 A.M. for open session followed by 11:00 A.M. Board deliberations. Motioned seconded by member Kerri Kazslauskas, and all in favor.*

*Board of Assessment Appeals 2026 Meeting Dates Scheduled as Follows:*

- *Wednesday, March 18, 2026 – 6:00 P.M. to 9:00 P.M.*
- *Thursday, March 19, 2026 – 6:00 P.M. to 9:00 P.M.*
- *Saturday, September 12 – 10:00 A.M. open session, 11:00 A.M. Board deliberations*

### VI. Adjourn

*Chairman Roy Merritt motioned to adjourn the meeting. Motion seconded by JP Parente. All in favor.*

*Meeting of the Board of Assessment Appeals adjourned at 11:06 A.M..*

Respectfully submitted,

Roy Merritt  
Chairman  
Board of Assessment Appeals