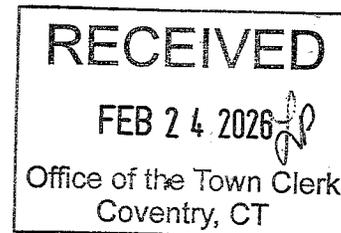


Town Coventry CT Board of Assessments Appeal (BAA)
Meeting Agenda
February 19, 2026
6:30pm
Town Hall, Conference Room B
(Draft) Minutes



Attending: Carolyn Arabolos, Phillip Bouchard, Carolyn Gerrity, Joan Lewis, and Barbara Riordan

1. Carolyn Arabolos called the meeting to order at 6:30pm.
2. Approval of Agenda: Motion made by Ms. Gerrity and seconded by Mr. Bouchard.
 - a. Second motion made by Ms. Gerrity to add Assessor Status. Motion to approve amended agenda made by Ms. Lewis and seconded by Bouchard. All in favor.
3. Election of Vice Chair
 - a. Nomination of Ms. Riordan for Vice Chair made by Ms. Lewis and seconded by Mr. Bouchard.
 - b. Second nomination of Mr. Bouchard for Vice Chair made by Ms. Gerrity and seconded by Ms. Lewis. Ms. Gerrity and Mr. Bouchard in favor. Ms. Arabolos, Lewis, and Riordan opposed.
 - c. Continued nomination of MS. Riordan for Vice Chair. All in favor.
4. Assessor Status
 - a. Ms. Gerrity expressed Grand list extension certification concern. Ms. Arabolos noted that an Interim Assessor has from Waterford and a Deputy Assessor from Tolland will help our current Assistant to the Assessor, Jason Walton.
5. Minutes: Motion made to approve Meeting Minutes of December 11, 2025, by Bouchard and seconded by Ms. Riordan.
 - a. Mr. Bouchard noted a date correction for BAA Training date. All in favor of amended minutes.
6. Board Obligations and Duties:
 - a. Chair, Ms. Arabolos, Vice-Chair, Ms. Riordan, and Mr. Bouchard attended a training session reviewing the Connecticut Association of Assessing Officers (CAAO) revised "Board of Assessment Appeals Handbook" (Handbook) of 2025 on January 7, 2026.
 - b. Ms. Arabolos requested this meeting, before next month's appeals hearings, to share forms and templates along with BAA obligations as well as duties that differ with past practices. Ms. Arabolos will also email a duties checklist to the members.
 - c. Mr. Walton informed Ms. Arabolos that he received seven appeals with one day left until the deadline.
 - d. Chair, Ms. Arabolos established A BAA email address to inform appellants of BAA decisions.

7. Time Sheets:
 - a. Ms. Arabolos forwarded February and March 2026 timesheets provided by Mr. Walton.
8. Conducting Hearings:
 - a. Review of the revised BAA Handbook continued with Ms. Arabolos addressing Appeals Procedures and BAA Accountability.
 - b. Ms. Arabolos shared the BAA Appellant Oath as well as Sign in Form with the Board.
 - c. The Assessor or Assistant to the Assessor will be available instead of present during appeals hearings and deliberations.
9. Adjournment: Ms. Lewis made a motion, seconded by Ms. Riordan to adjourn the meeting at 7:15pm. All in favor.

Respectfully submitted,

Carolyn Gerrity
Secretary
Board of Assessment Appeals