



BOARD OF CIVIL AUTHORITY

Thursday, October 23, 2025

5:00pm in Tracy Hall

Draft minutes

BCA Members Present in Tracy Hall: Alix Manny (Chair), Suzanne Leiter, Emily Scherer (via zoom) Lily Trajman, Priscilla Vincent.

Listers: Cheryl Lindberg, Pamela Smith

Appellants: Stuart Elsberg; Cole Flannery and Andrew Cliburn; Sue Kaufman

- 1. ELSBERG** – parcel # 15-055.012, 40 Norwich Meadows #12
 - a. Manny re-opened the hearing at 5:04pm.
 - b. Manny read the inspection report into the record.
 - c. Elsberg asked about the appeals process and Manny explained that during deliberations all submitted documents would be taken into account. Elsberg noted he believed that the finished square footage should be equal between 40 Norwich Meadows #12 and #11. Currently #12 has 1,600 square feet and #11 has 1,472 square feet.
 - d. Leiter moved and Manny seconded accepting the inspection report. Passed unanimously by roll call vote.
 - e. Hearing closed at 5:14pm.
- 2. FLANNERY** – Parcel # 03-050.200, 165 Stagecoach Rd.
 - a. Manny called the meeting to order at 5:15pm.
 - b. Leiter read the inspection report into the record.
 - c. Cliburn reiterated the substance of his appeal and noted that a two step approach to determining the assessed value of a building is best – use the cost approach then use sales comps to determine fair market value. He reiterated that the appellant would like the property returned to its previous assessment.
 - d. The Listers noted that the appellant owns two contiguous parcels of land and merging those parcels would take approximately \$100,000 off of the assessment, as it would remove the second site acre.

- e. Leiter moved and Manny seconded accepting the inspection report. Unanimous by roll call vote.
- f. Hearing closed at 5:25pm.
- 3. KAUFMAN** – Parcel # 06-023.000, 535, 537 and 539 Campbell Flats Rd.
 - a. Manny called the meeting to order at 5:27pm.
 - b. Trajman read the inspection report into the record.
 - c. Kaufman stated that the loft bedroom referenced in the inspection report does not have a door so is not really a bedroom.
 - d. The Listers noted that they have moved the .52 acres associated with 537 to the property record card for 539, thus removing the site acre associated with 537
 - e. Trajman moved and Leiter seconded accepting the inspection report. Unanimous by roll call vote.
 - f. Hearing closed at 5:41pm.

Site inspection reports will continue on 11/5 at 5pm.