

ROCKPORT BOARD OF ASSESSMENT REVIEW ORDINANCE

I. Establishment.

Pursuant to 30-A M.R.S.A. § 2526(6), a Board of Assessment Review is hereby established for the Town of Rockport, Maine.

II. Appointment

- a. The Rockport Board of Assessment Review members shall be appointed by the Municipal Officers and sworn into office by the Town Clerk or other person authorized to administer oaths.
- b. The Board of Assessment Review shall consist of five (5) regular members who shall be appointed by the Municipal Officers and who shall be registered voters of the Town of Rockport.
- c. No Municipal Officer, Assessor, Assessors' Agent or Spouse may be a member.
- d. Members shall serve for terms of three (3) years or until their successors are appointed, except that for transition purposes, initial terms shall be staggered so that as nearly an equal number of terms shall expire annually.
- e. When there is a permanent vacancy on the Rockport Board of Assessment Review, the municipal officers shall, within sixty (60) days of a vacancy occurring, appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a legal resident of the Town of Rockport, or when a member fails, without good cause, to attend four (4) consecutive regular meetings, or at least 75% of all meetings during the preceding twelve month period. When a vacancy occurs, the Chair of the Board of Assessment Review shall immediately advise the Municipal Officers in writing. The Municipal Officers may remove members of the Board of Assessment Review, by unanimous vote, for cause, after due process including notice and hearing

III. Organization and Procedures.

- a. The Board shall annually elect from its membership a Chair and a Vice-Chair. The Chair shall call meetings as necessary and shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair.

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- b. The Recording Secretary shall maintain a record of all proceedings including all correspondence of the Board. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. §§ 401410, except as otherwise authorized by law. A quorum necessary to conduct business shall consist of at least three (3) members. The Board's procedure shall be governed by 30-A M.R.S.A. § 2691(3).
- c. The Board of Assessment Review shall adopt by-laws for the transaction of business and the Assessors' Agent Office shall keep a record of its resolutions, correspondence, findings and determinations. All records are public and may be inspected at reasonable times.

IV. Powers and duties of the Rockport Board of Assessment Review

The Board of Assessment Review shall hear and decide all appeals properly taken from the refusal of the Municipal Officers or Assessors to make such property tax abatements as are asked for. The Board may take such evidence and testimony as it deems necessary and may grant such abatements as it thinks proper. Decisions of the Board shall be filed in accordance with 36 M.R.S.A. § 842. The Board's decisions may be appealed in accordance with 36 M.R.S.A. § 843.

June 23, 2003

A true copy attest:

Linda M. Greenlaw

LINDA M. GREENLAW, TOWN CLERK
TOWN OF ROCKPORT

This Ordinance was passed by the voters on November 6, 2001.