



***TOWN OF BRUNSWICK
BOARD OF ASSESSMENT REVIEW***

Board Composition.

The Board of Assessment Review shall consist of five (5) members who are appointed by the Town Council.

Term of Office.

The term of office is three (3) years.

Meeting Schedule.

As needed.

Powers and Duties.

The Board of Assessment Review shall have the same powers that are granted to such boards by the laws of the State of Maine. The Board serves as an appeals board to hear appeals of the decision of the Assessor or the Town Council. The Board hears appeals of the decision of the Assessor on questions of valuation of property or on the exempt status of property. The Board hears appeals of the decision of the Town Council on hardship or poverty abatements.

Other Information.

Although there are no specific requirements, a background in real estate related fields including assessing, appraisal, brokerage, or insurance would be helpful in handling cases of valuation. The board members will receive training on the various aspects of their duties from time to time.

Town Staff Contact.

Assessor – Cathy Donovan (725-6650)

**TOWN OF BRUNSWICK
BOARD OF ASSESSMENT REVIEW**

Current as of January 1, 2008

Title 30-A, Section 2552 and Town Charter Article VII, Section 702 & 703

STATE LAW

30-A §2552. Designation of officials

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30-A §2552. Designation of officials

1. Assessors and assistant assessors. The following provisions apply to assessors and their assistants.

- A. Assessors and their assistants shall be chosen annually on the 2nd Monday of March to serve for one year and until others are chosen and qualified in their places, unless the city charter provides otherwise.
- B. In addition to the assistant assessors chosen under a city charter, the municipal officers may authorize the assessors to appoint any necessary assistants to serve during the municipal year in which they are appointed.
- C. Notwithstanding the provisions of any city charter to the contrary, the city council, by ordinance, may provide for a single assessor whose powers and duties are the same as for towns, and who is appointed for a term not exceeding 5 years.

2. Board of assessment review. The following provisions apply to a board of assessment review.

- A. Any city choosing a single assessor may adopt a board of assessment review by vote of the city council at least 90 days before the annual city election.
- B. The board of assessment review shall consist of 3 members appointed by the city council.
- C. The city council, when adopting a board of assessment review, may fix the compensation of the board's members. One member shall be appointed for one year, one member for 2 years and one member for 3 years. Thereafter, the term of each new member is 3 years.
- D. Any city adopting a board of assessment review may discontinue the board by vote of the city council at least 90 days before the annual city election, in which case the board ceases to exist at the end of the municipal year.
- E. Cities with a population of 5,000 or more may provide by ordinance for a board of assessment review consisting of 5 or 7 members. The terms of office of members must not exceed 5 years and initial appointments must be such that the terms of office of no more than 2 members will expire in any single year.

F. This subsection does not apply in any city which is incorporated into a primary assessing area.

3. Constable. When a vacancy occurs in the office of constable, the municipal officers may appoint a qualified person to fill the vacancy for the remainder of the term.

4. Warden and clerk. A warden and clerk for each ward shall be elected by secret ballot at the regular election of municipal officers.

A. They shall assume the duties of office on the Monday following election.

B. They shall hold office for one year and until others are chosen and qualified in their places.

5. Officials elected by aldermen and common council. In the election of any official by the board of aldermen or jointly by the aldermen and common council in which the mayor has a right to give a deciding vote, if the candidates have an equal number of votes, the mayor shall determine which of them is elected.

6. Officials appointed by the municipal officers. Whenever appointments to office are made by the municipal officers, they shall be made by the mayor with the consent of the aldermen and may be removed by the mayor.

TOWN CHARTER

Current as of January 1, 2008

Section 702. Board of assessment review; appointments; vacancies.

(a) There shall be a board of assessment review to consist of 5 members who shall be appointed by the council for a term of 3 years, except that of those first appointed 2 shall be for a term of 2 years and one for a term of one year.

(b) The members of the board shall be residents of the town. If a member of the board ceases to be a resident of the town, the office shall immediately become vacant.

(c) Any vacancy on the board shall be filled by appointment by the council for the unexpired term.

(d) Annually the board shall choose a chair, a vice-chair and a secretary from its membership. The secretary shall keep a complete, accurate record of all votes taken at the meetings of the board.

(e) Three members of the board of assessment review shall constitute a quorum for the purpose of hearing and voting upon a matter presented to the board. Any members having a financial interest, direct or indirect, in a matter presented to the board shall disqualify themselves and in such event the remaining members of the board shall constitute the board of assessment review.

(f) Repealed.

(Amended November 8, 1994--Effective January 1, 1995; amended November 8, 2005--Effective January 1, 2006, Exh. A-5)

Section 703. Board of assessment review; powers; duties.

The board of assessment review shall have the same powers that are granted to such boards by the laws of the State of Maine. It shall adopt such regulations as may be necessary for it to carry out its functions of assessment review, which regulations shall be published annually in a newspaper having a general circulation in the town.