



APPROVED

**BOARD OF REVIEW OF REAL ESTATE ASSESSMENTS
CITY OF HAMPTON, VIRGINIA**

CHAIR: David E. Richards
VICE-CHAIR: Asa Jenrette, Jr.
SECRETARY: Julianne Cyr
MEMBERS: George Moore, Sr., Carl Burt

**SPECIAL MEETING MINUTES
Thursday, April 22, 2021, 8:30 a.m.
Veteran’s Conference Room – 1st Floor Ruppert Sargent Building
1 Franklin Street, Hampton Virginia**

BUSINESS MEETING

- I. **Call to Order** – The meeting was called to order at 8:30 am by Chairman David Richards

- II. **Roll Call – Present:** David Richards, Asa Jenrette, Jr., Julianne Cyr, George Moore, Sr., Carl Burt
City Staff Present: Patricia Melochick, Libby Griebel, Aimee Hower, Jonathan Garner, Ben Naidorf, Trudy Clatterbaugh, Donald Cole, Drew Connelly, Steve Edwards, Joe Mahan, Dave Merinar, Michele Packard, Heather Shipe, Graham Shearin, Eric Sullivan

- III. **Approval of Minutes of Preceding Meeting – June 30, 2020**
The preceding minutes from June 30, 2020 were approved

- IV. **New Business**
 - a. **Election of Officers**
The Board elected new officers for the 2021 year: Chairman David Richards, Vice-Chairman Asa Jenrette, Jr., Secretary Julianne Cyr

 - b. **Electronic Meeting Resolution**
Patricia Melochick, Sr. Deputy City Attorney, presented comments for an electronic meeting resolution to be adopted for the Board. The Board voted unanimously for approval.

 - c. **Discussion of By-Laws**
Patricia Melochick, Sr. Deputy City Attorney, presented the current Board By-Laws with comment and instruction for the Board to review and make any changes to be reviewed and voted on at a future meeting.

 - d. **Board of Review Hearing Dates for the 2021-2022 year**
Libby Griebel, Interim City Assessor had comments on the proposed hearing dates for the upcoming hearings.

V. Adjournment – The meeting was adjourned at 9:07 am

VI. Training Session and Education

Present: David Richards, Asa Jenrette, Jr., Julianne Cyr, George Moore, Sr., Carl Burt, Patricia Melochick, Libby Griebel, Aimee Hower, Jonathan Garner, Ben Naidorf, Trudy Clatterbaugh, Donald Cole, Drew Connelly, Steve Edwards, Joe Mahan, Dave Merinar, Michele Packard, Heather Shipe, Graham Shearin, Eric Sullivan

- a. Patricia Melochick, Sr. Deputy City Attorney, presented the City Code, City Charter, procedures related to a closed session, the recusal process, and other operating procedures of the Board.
- b. The education session began at 9:30 am with a webinar presented by Terry Born, Department of Taxation. The education session concluded at 12:30 pm.

No hearings or appeals regarding real estate assessments were heard or considered at this Special Meeting of the Board. Immediately upon adjournment of the Business Meeting, the Board remained together for the purposes of receiving mandatory educational training from the Virginia Department of Taxation. No business was transacted during that educational training.

Office of the Assessor of Real Estate
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