



**BOARD OF CIVIL AUTHORITY MEETING MINUTES  
OF FEBRUARY 24, 2025**

Donald Blake, Ed Wilson, Julia Compagna\*\*, Judy Bickford, Leah Hollenberger, Monte Mason, Richard Craig, Roland Billings, Shap Smith, Shelley Nolan, Urban Martin, and Sara Haskins (Clerk).

Absent: Darcie Abbene, Charles Burnham, Chris Palermo, Don McDowell, George Cormier, Laura Streets, Siri Rooney, Yvette Mason,

Guest:

participating via zoom\*

\*\* Arrived at 6:30

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**CALL MEETING TO ORDER**

Chair Ed Wilson called the Board of Civil Authority meeting to order at 6:00 PM at the Morrystown Municipal Building.

**AGENDA CHANGES/ADDITIONS**

none

**BOARD ORGANIZATION**

**1. Welcome**

Sara Haskins welcomed new Board of Civil Authority members Roland Billings and Charlie Burnham. She also thanked Aimee Towne and Jane Foster for their service to the Board.

**2. Elect Board Chair**

*Judy Bickford nominated Edward Wilson as Chair of the Board of Civil Authority. Monte Mason seconded the nomination. Ed Wilson declined the nomination. Judy Bickford withdrew her nomination.*

*Ed Wilson nominated Donnie Blake as Chair of the Board of Civil Authority. Urban Martin seconded the nomination. Donnie Blake was elected chair. (11/0)*

**3. Elect Board Vice Chair**

*Judy Bickford nominated Shelley Nolan as Vice Chair of the Board of Civil Authority. Monte Mason seconded the nomination. Shelley Nolan declined the nomination. Judy Bickford withdrew her nomination.*

*Ed Wilson nominated Monte Mason as Vice Chair of the Board of Civil Authority. Urban Martin seconded the nomination. Monte Mason declined the nomination. Ed Wilson withdrew his nomination.*

Donnie Blake explained the duties of the Vice Chair position.

***Judy Bickford nominated Shelley Nolan as Vice Chair of the Board of Civil Authority. Richard Craig seconded the nomination. Shelley Nolan was elected Vice Chair. (11/0)***

**4. Review BCA handbook and duties**

Sara Haskins handed out BCA handbooks and updated pages to all Board members. The Board reviewed important duties and where to find instructions in the handbook. The Board reviewed mandatory and discretionary duties and modes of communication. Sara will email all members the packet and will only print copies if requested to conserve paper. Sara will send out google surveys before elections to sign up to work at elections. The Board discussed setting quarterly meeting dates a year in advance based on the availability of the conference room. If a meeting isn't necessary, it will be canceled. There would be additional meetings required if there is a property tax assessment appeal.

**5. Review rules of procedures for property tax assessment appeal hearings**

Board members reviewed the current adopted rules of procedures for property tax assessment appeal hearings. No changes were suggested.

**APPROVE MINUTES**

**1. Approve minutes of January 31, 2024**

***Motion made by Judy Bickford to approve the minutes of January 31, 2024. Motion seconded by Shelley Nolan. Motion carried. (11/0)***

**OLD BUSINESS**

**1. Review General Election feedback**

The Board reviewed feedback from the General Election. Overall, feedback was very positive that Morristown's election workers are very helpful, friendly and well organized.

**NEW BUSINESS**

**1. Set polling hours and locations for 2025**

***Motion made by Leah Hollenberger to set the polling location for all 2025 Morristown elections to be at the Morristown Municipal Building from 8:00 AM - 7:00 PM. Motion seconded by Judy Bickford. Motion carried (11/0).***

**2. Appoint Election Officials for 2025**

***Motion made by Leah Hollenberger to appoint all Morristown registered voters designated by the Town Clerk to be election officials. Motion seconded by Urban Martin. Motion carried (11/0).***

**3. Appoint Presiding Officer in case Town Clerk is unable to preside**

***Motion made by Shap Smith to appoint Mitzi Fleming, Assistant Town Clerk & Treasurer, to be the presiding officer in the case the Town Clerk is unable to preside over a 2025 Morristown election. Motion seconded by Richard Craig. Motion carried (11/0).***

**4. Appoint JOP to deliver ballots**

Ed Wilson, Monte Mason & Judy Bickford agreed to bring ballots to any sick or disabled voters who request them. The Board also discussed the possibility of once again offering a mobile polling location at Copley Terrace or the Sunset Motel.

***Motion made by Shap Smith to appoint Ed Wilson, Monte Mason & Judy Bickford to bring ballots to any sick or disabled voters who request them. Motion seconded by Richard Craig. Motion carried (12/0).***

**5. Review checklist changes**

Sara Haskins presented a list of changes to the voter checklist since the last time reviewed on October 31, 2024. There have been 144 new voter registrations, 16 voters challenged, 214 voters purged and 59 voters transferred to other towns in Vermont. There are currently 4269 voters on the checklist.

The BCA reviewed the changes and offered additional names to challenge. ***Motion made by Shap Smith to accept the list as presented with amendments. Motion seconded by Shelley Nolan. Motion carried (12/0).***

**6. Review upcoming elections**

The Board discussed the upcoming 2025 elections. The school will no longer have a floor meeting and all voting for both the annual Town and School Meetings will be held by Australian ballot. The Village will be having both a traditional annual floor meeting at the Morrisville VFW and a one-question bond vote the same day at the Morristown Municipal Building. Sara will email out the instructions to each of the election workers signed up to work on election days. Sara shared the annual town report with the Board and congratulated Board member Shelley Nolan as the 2025 Annual Report was dedicated to her and her husband Gary for their remarkable contributions to the community.

**OTHER BUSINESS**

The Board thanked Ed Wilson for his time serving as chair of the Board.

**ADJOURN**

***Motion made by Richard Craig to adjourn. Motion seconded by Judy Bickford. Motion carried. (12/0)***

Meeting adjourned at 6:53 PM.

Submitted and filed this February 25, 2025.

Sara Haskins, Clerk

*Please note all minutes are in Draft form and are subject to approval at the next Board of Civil Authority meeting.*