



**BOARD OF CIVIL AUTHORITY MEETING MINUTES
OF APRIL 5, 2023**

Members: Darcie Abbene*, Donald Blake, Ed Wilson, Don McDowell*, Jane Foster, Judy Bickford, Julia Compagna*, Laura Streets, Leah Hollenberger, Monte Mason, Richard Craig, Sara Haskins, Shap Smith, Shelley Nolan, Yvette Mason

Absent: Aimee Towne, Siri Rooney, Travis Sabataso, Urban Martin

Guests: Paula Beattie, HR Director

**participating via Zoom*

CALL MEETING TO ORDER

Chair Ed Wilson called the meeting to order at 6:00 PM at the Morristown Municipal Building.

AGENDA CHANGES/ADDITIONS

- Welcome & Introductions

Sara Haskins welcomed new Board of Civil Authority members. 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 shared that she was recently appointed to the Vermont Secretary of State's Town Clerk Advisory Committee and is excited to bring Morristown's voice and local government's needs to the State. Sara also shared pending election legislation currently being discussed in Montpelier; ranked choice voting and a portal for military, overseas and ill/disabled voters to return their electronic ballots.

- Human Resource Introduction

Paula Beattie, Human Resources Director, attended the meeting to introduce herself to the Board. Paula shared the current personnel and social media policies. She also handed out required paperwork for new Board members and made herself available as a town resource.

BOARD ORGANIZATION

1. Elect Board Chair

Judy Bickford nominated Edward Wilson as chair of the Board of Civil Authority. Donnie Blake seconded the motion. Edward Wilson was elected chair. (15/0).

2. Elect Board Vice Chair

Shelley Nolan nominated Donald Blake as Vice-chair of the Board of Civil Authority. Shap Smith seconded the motion. Donald Blake was elected Vice-chair. (15/0)

3. Review BCA handbook & 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.

4. Review rules of procedures for property tax assessment appeal hearings

Sara Haskins asked Board members to read and review the current adopted rules of procedures for property tax assessment appeal hearings. As the town is currently undergoing a reappraisal there could be more potential for tax assessment appeals this spring than in the past. If Board members see changes they would like to suggest they should email Sara suggested language to include on the next Board meeting agenda.

APPROVE MINUTES

1. Approve minutes of January 12, 2023

Motion made by Shap Smith to approve the minutes of January 12, 2023. Motion seconded by Judy Bickford. Motion carried. (15/0)

OLD BUSINESS

1. Review Annual Meeting feedback

The Board reviewed feedback from the annual meeting. Overall feedback was very positive. Board members heard both positive feedback about voters being thankful they received the ballots in the mail and the flexibility this allowed them and negative feedback that voters didn't understand the ballot with all the social service questions separated on the ballot. Sara Haskins shared helpful election tips she learned from New England Clerks at the conference she recently attended.

NEW BUSINESS

1. Discuss upcoming elections

Sara Haskins shared information about the upcoming elections this spring.

- Monday, April 10, 2023: Annual Village Floor Meeting- Morrisville VFW 6:30 PM - all Village articles.
- Tuesday, April 18, 2023: Special Town Floor Meeting- PA Auditorium 6:00 PM - moving budget, public questions and all officers to Australian ballot and Jersey Heights Sidewalk project
- TBD: Special Town Meeting - Budget revote by Australian Ballot mailing all voters their ballots
- TBD: Special School Election- dividing of assets of unmerged school district by Australian Ballot

The Board discussed the upcoming elections and BCA duties and responsibilities. The discussion focused primarily on logistics for the upcoming special election on April 18. The concern was expressed that there would not be adequate space for the number of voters that will attend. The Board directed Sara to work with the school to set up an overflow area with live stream in the cafeteria or classroom near the auditorium. Sara will send out a Google survey to gather poll worker availability. Sara will need assistance stuffing and mailing all voters their ballots for the budget revote election.

2. Appoint JOPs to deliver ballots

The Board discussed appointing Justice of the Peace to deliver ballots and instructed Sara Haskins to create a Google survey to gather names of available members to preform this duty.

3. Review checklist changes

Sara Haskins presented a list of changes to the voter checklist since the last time reviewed on February 28, 2023. There have been 30 new voter registrations, 7 voters challenged, 12 voters purged and 8 voters transferred to other towns in Vermont. There are currently 4265 voters on the checklist. The BCA reviewed the changes and offered additional names to review. ***Motion made by Shelley Nolan to accept the list as presented. Motion seconded by Judy Bickford. Motion carried (15/0).***

OTHER BUSINESS

ADJOURN

Motion made by Shelley Nolan to adjourn. Motion seconded by Richard Craig. Motion carried. (15/0)

Meeting adjourned at 7:48 PM.

Submitted and filed this April 10, 2023.

Sara Haskins, Scribe

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