

**TOWN OF BARRE**  
**BOARD OF CIVIL AUTHORITY MEETING AGENDA**  
**February 25, 2015**

1. Call to order 6:30 p.m.
2. Changes to the agenda
3. Elect a Chair and Vice Chair (1 or 2 year terms?)
4. Annual Re-organizational meeting business
  - A. Use of Roberts Rules of Order as standard for all meetings
  - B. Use of role call voice vote on actions that are not unanimous
  - C. Discuss minute approval when there are long delays between meetings.
  - D. Should the BCA use Deliberative Session more frequently when hearing Abatement and Tax Grievance appeals?
  - E. Should the Treasurer sign an application to the Board of Abatement when submitting an application and "formally" notice a change of hat from a voting member to an applicant?
  - F. Discussion regarding assembling a list of policies/actions taken by prior Boards which set guidelines: such as standard polling hours, authorization for Treasurer to write-off of bankruptcy charges, etc.
5. In accordance with 17 VSA § 2144 (b), the Town Clerk has added names to the checklist since the October 29, 2015 meeting. A list will be presented to the Board and incorporated into the minutes. No motion is needed.
6. Deletions to the checklist.
7. Appoint Justices to carry the sick ballots for the March 3, 2014 School elections.
8. Set a meeting date for a special Board of Abatement meeting.
9. Other Business:
  - A. March 3, 2015 is a School Election. Let the Town Clerk know when you can work.
  - B. Monday, March 16, 2015, is the Town Non-Partisan Caucus.
  - C. Wednesday, April 1, 2015 is the Open Meeting Law training. Do you have specific questions that the Clerk could forward to VLCT?
  - D. Any other business to come before the Board
10. Adjourn

**Board of Civil Authority Meeting Minutes**

The duly warned meeting of the Barre Town Board of Civil Authority was held at the Municipal Building, Selectboard meeting room, in Lower Websterville on Wednesday, February 25, 2015, 6:30 p.m. for the purpose of updating the Barre Town Checklist for the March 2, 2015 Open Spaulding Union High School Meeting, and the Australian Ballot voting for the Barre Town Middle & Elementary School and Spaulding Union High School District #41 on Tuesday, March 3, 2015.

The following members were in attendance: Jeff Blow, Gordon booth, Charles "Chip" Castle, JP Isabelle, Town Clerk-Treasurer Donna J. Kelty, Robert LaClair (arrived at 6:37 p.m.), Paul Malone, Edward Paquin, Jay Perkins, Virginia Poplawski, Rolland Tessier, R. Lee Walther, and Sheila Walther.

Those not present are Pearl Bugbee, William Bugbee, Tracy Delude, J. Guy Isabelle, W. John "Jack" Mitchell, Christopher Violette, and Tom White.

**CALL TO ORDER** - Virginia Poplawski called the meeting to order at 6:30 p.m.

**CHANGES TO THE AGENDA**

## BOARD OF CIVIL AUTHORITY MEETING OF February 25, 2015 continued:

On a motion by Donna Kelty, seconded by JP Isabelle, the Board of Civil Authority voted unanimously to amend the agenda as follows: Prior to hearing item 5 consider approving the minutes of the January 21, 2015 Board of Abatement meeting.

### REORGANIZATIONAL MEETING

The Clerk of Board reminded the BCA past practice has been to elect a Chair for the term length of 2 years. When nominations are made please specify the term length.

Poplawski opened the floor to nomination for Chair of the BCA.

Chair: Nomination by Lee Walther, seconded by JP Isabelle, for Paul Malone to be the Chair of Board of Civil Authority for the period February 25, 2015 through January 31, 2017.

With no other nominations, nominations were closed. The BCA voted unanimously to elect Paul Malone as Chair.

Poplawski relinquished the Chair to Paul Malone.

Vice Chair: Nomination by JP Isabelle, seconded by Chip Castle, to nominate J. Guy Isabelle as Vice Chair.

Nomination by Sheila Walther, seconded by Lee Walther, to nominate Rolland Tessier as Vice Chair.

Paper ballots were distributed by and counted by JP Isabelle and Paul Malone. The final tally was:

- Blank = 1
- Rolland Tessier = 5
- J. Guy Isabelle = 7.

The Chair stated that J. Guy Isabelle is elected as Vice Chair.

*On a motion by Virginia Poplawski, seconded by Robert LaClair, the Board of Civil Authority voted unanimously to use "Roberts Rules of Order" as a standard for all meetings.*

*On a motion by Chip Castle, seconded by JP Isabelle, the Board of Civil Authority voted unanimously to use a role call voice vote on Board actions that are not unanimous for all meetings.*

Minute Approval process: The Board discussed how to handle the issue of minute approval when there can be months between meetings and whether or not use of email could be used to have individuals contact the clerk with discrepancies prior to approval. The Board consensus is to not take action on this item until we have received training (April 1<sup>st</sup>) on the Open Meeting law.

Use of deliberative session: The Board by consensus agreed that it should be more cognitive during meetings where "sensitive" information is being presented (especially during abatement proceedings) and any member would have the right to motion to discuss the option in deliberative session.

Should the Treasurer sign an application to the Board of Abatement and vote on the issue: The Town Clerk-Treasurer is a voting member of the Board of Abatement (BOA). This Board has a policy which requires all requests be submitted on the approved application form. Since the Treasurer is presenting the request on behalf of the Town should he/she sign the oath on the application and participate in the vote?

The Treasurer believes he/she should "change hats" and leave the Board table. As with any other applicant take the audience seat to make the presentation and answer

**BOARD OF CIVIL AUTHORITY MEETING OF February 25, 2015 continued:**

questions. This would also eliminate him/her from voting. This action clearly defines the roles. By consensus the Board was in agreement with this action.

There was additional discussion regarding the Town Charter allowance for the write off bad debt without BOA approval. The Treasurer noted this was for the purpose of items such as the ambulance contractual write-offs for Medicare and Medicaid and when the Auditors determine what portion of "uncollectible ambulance" should be taken off the books.

List of action by prior boards: Many prior Boards have taken actions which impact how we operate. Some of the actions include standardizing the hours for all elections (7:00 a.m. - 7:00 p.m.), directing the Town Clerk's Office to take care of purging of the checklist tasks; writing off of ambulance Chapter 7 chargers, etc. It was agreed a list of those actions should be compiled and be part of the Operating Manual.

**MINUTE APPROVAL**

*On a motion by Tessier, seconded by Lee Walther, the Board of Civil Authority voted to approve the Abatement meeting minutes of January 21, 2015. Blow, Isabelle, Castle, Perkins, and Paquin abstained from voting as they did not attend the meeting.*

**CHANGES TO THE CHECKLIST**

In accordance with VSA Title 17, Chapter 43, Section 2144 (b) the Town Clerk has added 72 applications to the checklist for the period October 30, 2014 through February 25, 2015.

Ainsworth, Mary J.	Ainsworth, Peter G.	Ball, Nathaniel P.
Baril, Irene Claire	Bartlett, Alicia N.	Bartlett, Jessica A.
Benjamin, Tamsen M.	Blake, Allen N.	Bradstreet, Matthew
Brown, Mevelyn Sterling	Burke, Austin	Chioldi, Jaime L.
Cloud, Ginger	Copeland, Timothy J.	Corbett, Emily P.
Corbett, Chaun P.	Croteau, Ariel E.	Deering, Michael Bruce II
Demas, Heidi M.	Duff, Annie	Dunbar, Megan N.
Dupuis, Matthew J.	Emmons, Tonia M.	Foley, Ronald J.
Foster, Cynthia G.	Foy, Cassandra M.	Francis, Bryan V.
Franks, Walter J.	Frattini, Danielle M.	French, Jason
French, Paula A.	Gabaree, Ronald E.	Gallagher, Andra J.
Gilstad, Ashley K.	Goodrich, Matthew J.	Gosselin, Morgan R.
Hall, Rebecca L.	Hood, Kristen M.	Kaneakua, Kyllashandra-Rae
Kilburn, Amanda M.	Kilburn, Taylor C.	Lemieux, Michael A.
Leno, Timothy A.	Matheson, Richard D.	Mercier, Daniel R.
Meriam, Rose C.	Millington, L. Taylor	Millington, Mona G.
Moraski, Hannah A.	Murphy, Amy S.	Ocallaghan, Mary M.
Ohl, Darren A.	Pearson, Erica B.	Perry, Casandra M.
Provost, Chanel E.	Relation, Clint V.	Relation, Keera M.
Richard, Amy D.	Richards, Jane C.	Rinehart, Elizabeth A.
Rossell, Christopher O.	Scott, Elizabeth Virginia	Silk, John H.
Stevens, Melissa S.	Tabor, Dustin C.	Thresher, Steven B.
Tremblay, Nicole Lee Quimet	Verosko, Edward	Wetmore, Rebecca A.
Wolffe, Robert	Zirblis, EllaLou L.	Zirblis, Raymond P.

*On a motion by JP Isabelle, seconded by Rolland Tessier, the Board of Civil Authority voted unanimously to delete the following 43 names due to death, duplicate records, by applicant, and purge request.*

Balzanelli, Dawn B.	Barclay, Robert J.	Barrett, Kitty
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**BOARD OF CIVIL AUTHORITY MEETING OF February 25, 2015 continued:**

Black, Dorothy	Blair, Michael D.	Clark, George E.
Conneman, James R.	Cooper, Kimberly A.	Cross, Erika L.
Cross, Sheila M.	Davignon, Thomas J.	Davy, Edna
Gagne, Elijah W.	Gauthier, Shirley A.	Gilbert Janet A.
Greemore, Lenora D.	Greenwood, Terrence P.	Harvey, Analei
Johnson, Evan C.	Latuch, Evelyn L.	Mackie, Enid
Martineau, Raoul	Maynard, Diane	Munson, Anita E.
Murray, Patricia A.	Otis, Richard N.	Paris, David R.
Parker, Chester A.	Perry, Laurette L.	Plastridge, Jill M.
Pope, Elizabeth F.	Prouty, Judith C.	Remick, Sandra L.
Ross, Timothy M.	Rouleau, Brad P.	Rubalcaba, Catherine
Sales, John	Sales, Suzanne	Shaw, Hunter L.
Stone, William C.	Tabor, Dustin C.	Van Zant, Charles S.
Waggoner, Wendy J.		

**APPOINT JPs TO CARRY SICK BALLOTS**

The consensus of those present is to appoint Chris Violette and Guy Isabelle to carry sick ballots on March 3, 2015 and appoint Lee Walther and Chip Castle as alternates.

**OTHER BUSINESS**

Let the Town Clerk know if you can work at the polling place on March 3<sup>rd</sup> School election.

On Monday, March 16, 2015 there is a Town Non-Partisan Caucus. It will be held at the Municipal Building, Selectboard meeting room, 6:30 p.m.

The next meeting will be April 1, 2015, a training session on the Open Meeting Law. It will begin at 6:30 p.m.

**ADJOURN**

*On a motion by Rob LaClair, seconded by JP Isabelle, the Board of Civil Authority voted unanimously to adjourn at 6:38 p.m.*

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Donna J. Kelty, Clerk of the Board

***Barre Town Board of Civil Authority***

X \_\_\_\_\_  
*Committee Chair*

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X \_\_\_\_\_

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