

Minutes of the Board of Civil Authority
Monday February 17, 2025
28 North Main Street and via zoom

Attendance: Karen Petrovic, Katrina VanTyne, Mary Miller, Liz Schlegel, Erin Mooney, Robert Stanton, Linda Gravell, Jim Adams, Chris McKay, Ian Shea, Kane Sweeney

Public Attendance: none

Zoom Attendance: Steve Karcher, Alyssa Johnson, Amanda McKay

Approve Agenda: R. Stanton moved to approve the agenda as written. The motion was seconded by K. VanTyne. A vote was held and passed unanimously.

Public: no comments

Approve Minutes of October 23, 2024: A. McKay stated there is a correction to the minutes. She was present in the room for the 10/23/2024 meeting minutes. L. Gravell made the motion to approve the minutes as amended. K. VanTyne seconded the motion. A vote was held and passed unanimously.

Elect Chair and Vice Chair: L. Gravell nominated L. Schlegel as Chair which was seconded by K. VanTyne. K. Petrovic nominated J. Adams as Vice Chair which was seconded by L. Schlegel. A vote was held on both nominations and passed unanimously.

Review and Approve Board of Civil Authority Rules of Conduct: L. Schlegel gave a brief overview of the Rules of Conduct of the Board of Civil Authority referring to Tax Assessment Hearings. M. Miller made a motion to approve the Rules of Conduct which was seconded by K. VanTyne. Discussion followed about the difference in the many boards (Board of Abatement, Board of Civil Authority and Justice of the Peace). A vote was held and passed unanimously.

Discuss 2025 Election(s) Town Meeting March 4, 2025: A signup sheet was passed around requesting volunteers for all the various shifts required for Town Meeting Day responsibilities. Discussion followed regarding the various jobs of staff during Town Meeting Day such as tabulator, check list, break down and set up etc. The process of voters calling for a paper ballot for Articles 8 & 9 were discussed. The Board of Civil Authority will be responsible for administrating a paper ballot for those motions. The tables will be in place for this with an additional check list for voters.

Other JP Duties: Discussion regarding Bi-Annual Purge of voters was discussed including that K. Petrovic will be out of town in August and the meeting will take place sometime in July.

J. Adams explained what a wedding scam looks like having nearly been the victim of a scam.

Ethics Training: All the members of the BCA are required by State Law to complete Ethic Training. The training takes approximately one hour and there is a quiz and certificate. K.

Petrovic will circulate information about the training and allow people to take it at home at their leisure or offered to organize a group training if folks are interested.

Adjourn: K. VanTyne made a motion to adjourn which was seconded by E. Mooney. A vote was held and passed unanimously.

Next Meeting of the Board: as needed