

**TOWN OF SHELBURNE
BOARD OF CIVIL AUTHORITY
MINUTES OF MEETING
February 10, 2020**

DRAFT

MEMBERS PRESENT: Tom Little (Chair); Nancy Baker, David Webster, Jennifer Leopold, Bill Deming, Lee Suskin, Randy Rowland, Mike Donohue, Peter Gadue, Cate Cross, Mary Kehoe.
ADMINISTRATION: Diana Vachon, Town Clerk.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chair, Tom Little, called the meeting to order at 7:06 PM.

2. REVIEW OF AGENDA

There were no changes to the agenda.

3. PUBLIC COMMENTS

None.

4. DISCLOSE CONFLICTS OF INTEREST

None.

5. MINUTES

June 24, 2019

MOTION by Mary Kehoe, SECOND by David Webster, to approve the minutes of 6/24/19 as presented. VOTING: unanimous; motion carried.

August 5, 2019

MOTION by Mary Kehoe, SECOND by David Webster, to approve the 8/5/19 minutes with the amendment to move the text following the first sentence under Item #6 (Checklist Review Guidelines) regarding forming a working group to review the BCA Rules of Procedure to 'Other Business'. VOTING: unanimous; motion carried.

October 11, 2019 – Subcommittee

MOTION by Lee Suskin, SECOND by Nancy Baker, to approve the subcommittee minutes from 10/11/19 as presented. VOTING (by subcommittee only): unanimous; motion carried.

6. REVISIONS TO BCA RULES OF PROCEDURE

Tom Little reported a draft of the revisions to the BCA Rules of Procedure will be sent to the subcommittee for review. The rules are very detailed (procedural detail). Nancy Baker suggested looking at examples of rules from other towns. Tom Little noted the Secretary of State developed a handout as well. It was suggested in addition to the detailed rules a brief overview for the homeowner should be included in the document.

There was discussion of when information becomes public record (i.e. are recommendations from the site inspection committee circulated to BCA members prior to the BCA meeting public record). A legal opinion from the Town Attorney is anticipated. Another legal question for the Town Attorney is whether a BCA member who was absent from an appeal hearing can deliberate and vote on the appeal after viewing the tape of the meeting and reading the material.

7. CHANGES TO VOTER CHECKLIST

The BCA reviewed the challenge list and noted any changes. The Town Clerk will send letters to those on the list after the elections.

Lee Suskin requested review of the purging process at some point in the future. The review committee will produce the voter checklist guidelines.

8. BALLOT CLERKS FOR 3/2/20 and 3/3/20

MOTION by David Webster, SECOND by Nancy Baker, to approve the ballot clerks for 3/2/20 and 3/3/20 with the following amendments:

- **Add Cate Cross to the list of back-up poll workers**
- **Lee Suskin will replace Bill Deming to provide voter assistance at Shelburne Bay Living**
- **Add Mike Donohue to the Test Memory Cards**

VOTING: unanimous; motion carried.

9. OTHER BUSINESS

Pratt Appeal

The Pratt appeal is settled. The only change to the BCA decision was to lower the assessed value of one of the properties by \$1,000.

Townwide Reassessment

The town is in Year 1 of the three year reassessment process.

Upcoming Elections

Upcoming elections include the Presidential Primary (Democratic and Republican) and local ballots.

Cate Cross said she is working on having babysitters available on town meeting night.

There is a candidate forum on 2/28/20 for the four-way race for the open selectboard seat.

10. ADJOURNMENT

MOTION by Nancy Baker, SECOND by Peter Gadue, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting adjourned at 8:15 PM.