

**TOWN OF SHELBURNE  
BOARD OF CIVIL AUTHORITY  
MINUTES OF MEETING  
February 11, 2019**

**DRAFT**

**MEMBERS PRESENT:** Tom Little, David Webster, Jennifer Leopold, George Schiavone, Bill Deming, Lee Suskin, Rebecca Moore, Randy Rowland, Mary Kehoe, Jaime Heins, Joan Lenex, Nancy Baker, Kate Cross, Mike Donahue, Peter Gadue.  
**ADMINISTRATION:** Diana Vachon, Town Clerk.  
**OTHERS PRESENT:** None.

---

**1. CALL TO ORDER**

Town Clerk, Diana Vachon, opened the meeting at 7:05 PM.

**2. PUBLIC COMMENT**

None.

**3. ANNUAL ORGANIZATIONAL MEETING**

*Chair*

**MOTION by David Webster, SECOND by Pete Gadue, to nominate Tom Little as Chair of the Shelburne Board of Civil Authority.** There were no other nominations.

**VOTING: unanimous; motion carried.**

Tom Little is Chair of the Shelburne Board of Civil Authority and assumed facilitation of the meeting.

*Vice Chair*

**MOTION by George Schiavone, SECOND by Rebecca Moore, to nominate David Webster as Vice Chair of the Shelburne Board of Civil Authority.**

**DISCUSSION:**

- **There was discussion of having different people in leadership positions on the board. David Webster noted this is his 19<sup>th</sup> two-year term on the board serving in different capacities over the years and withdrew his name from the nomination.**

**MOTION by David Webster, SECOND by Jaime Heins, to nominate Nancy Baker as Vice Chair of the Shelburne Board of Civil Authority.** There were no other nominations. **VOTING: unanimous; motion carried.**

Nancy Baker is Vice Chair of the Shelburne Board of Civil Authority.

**4. OATH OF OFFICE**

Members of the Board of Civil Authority signed the Oath of Office document.

**5. APPROVAL OF MINUTES**

*October 22, 2018*

**MOTION by Rebecca Moore, SECOND by David Webster, to approve the minutes of 10/22/18 as written. VOTING: all ayes with five abstentions (Mike Donahue, Kate Cross, Nancy Baker, Rebecca Moore, Mary Kehoe); motion carried.**

#### **6. BALLOT CLERKS FOR TOWN MEETING**

The list of ballot clerks was reviewed. Board members filled in any gaps. Kate Cross volunteered to assist as check-in clerk. David Webster and Mary Kehoe will carry ballots to CVU at 7 PM. Diana Vachon will double check on whether residents at Shelburne Bay, Wright House, and The Terraces want to participate in the election. Tom Little and Nancy Baker will help with bringing ballots to residents. Diana Vachon noted the voter accessibility machines are not available due to the cost (\$1,500) which was not budgeted.

**MOTION by Joan Lenes, SECOND by David Webster, to approve the ballot clerk checklist as discussed. VOTING: unanimous; motion carried.**

Tom Little explained at town meeting this year state legislators will go around to tables during the community dinner prior to town meeting and discuss what is happening in Montpelier. There was mention of offering childcare during the dinner and town meeting. Kate Cross and Nancy Baker will check with SCS to see if any students might be interested in watching the children at the meeting.

#### **7. VOTER CHALLENGE LIST**

Diana Vachon said a challenge letter will be sent to the individuals on the list to confirm their residency. The list will be updated accordingly.

#### **8. OTHER BUSINESS**

*Rules of Procedure for Property Tax Assessment Appeal Hearings*

**MOTION by George Schiavone, SECOND by Lee Suskin, to re-adopt the Rules of Procedure for Shelburne Board of Civil Authority Property Tax Assessment Appeal Hearings.**

##### **DISCUSSION:**

- **Nancy Baker said information or evidence to the Board of Civil Authority should be able to be submitted in digital format.**

**VOTING: unanimous; motion carried.**

##### *VLCT Training*

Diana Vachon will investigate training opportunities from VLCT for BCA members.

##### *Officiating Marriages*

Diane Vachon confirmed the Justices of Peace who are available to officiate marriages.

#### **9. ADJOURNMENT**

**MOTION by David Webster, SECOND by Mary Kehoe, to adjourn. VOTING: unanimous; motion carried.**

The meeting was adjourned at 7:55 PM.

*RScty: MERiordan*