

**TOWN OF SHELBURNE
BOARD OF CIVIL AUTHORITY
MINUTES OF MEETING
August 5, 2019**

DRAFT

MEMBERS PRESENT: Tom Little (Chair); Nancy Baker, David Webster, Jennifer Leopold, George Schiavone, Bill Deming, Lee Suskin, Rebecca Moore, Randy Rowland, Mike Donohue, Peter Gadue, Laura Gannon-Murakam, Cate Cross, Joan Lenes.

ADMINISTRATION: Diana Vachon, Town Clerk.

OTHERS PRESENT: Sandy Combs, Chris Pratt, Sean Moran, Vivian Jordan, Lisa Scagliotti (Shelburne News).

1. CALL TO ORDER

Chair, Tom Little, called the meeting to order at 7:05 PM.

2. MINUTES

July 8, 2019

MOTION by Pete Gadue, **SECOND** by Nancy Baker, to approve the minutes of 7/8/19 with the following correction(s)/clarification(s):

- Globally correct the spelling of Mike Donohue and Liam Creaser.
- Page 2, Appellant Comments, 1st paragraph, sentence beginning “Mr. Pratt stated 11VSA1610 does not say the Tax Assessor can redefine a sale....” – change “2000” to “2008” and insert “miscellaneous” before “adjustment” and “proportionately” before “undervalued”.
- Page 4, BCA comments, paragraph beginning “David Webster observed if Mr. Pratt were to sell...” – change “observed” to “asked” and “he would” to “would he” and add to the end of the sentence: “the answer is yes”.
- Page 5, Checklist Review, list of names not to challenge or purge – correct the spelling of Kathryn Hays, David Boerman, Christie Allen, Nancy Clemens Edgerton, and delete “John Street”.

VOTING: unanimous; motion carried.

3. PUBLIC COMMENT

None.

4. DISCLOSURE OF CONFLICTS OF INTEREST

Tom Little disclosed he received and sent out communications regarding his recusal from the tax appeal/report on property at 132 & 142 Penny Lane and that Vice Chair, Nancy Baker, will facilitate the tax appeal portion of the meeting.

5. INSPECTION COMMITTEE REPORT/RECOMMENDATION

132 & 142 Penny Lane – Chris Pratt

Tom Little recused himself and left the meeting room. The inspection report from the July 18, 2019 site inspection of 132 & 142 Penny Lane was distributed and read into the record by David Webster. The committee recommendation is to deny the appeal.

MOTION by Mike Donohue, SECOND by George Schiavone, to enter closed deliberative session to discuss the inspection committee report for 132 & 142 Penny Lane, and to invite the Town Clerk to attend. VOTING: unanimous; motion carried.

Deliberative session convened at 7:30 PM and concluded at 8:50 PM. Tom Little returned to the BCA meeting and assumed facilitation of the meeting. Nancy Baker announced the BCA will issue a written decision on the appeal within 15 days.

6. CHECKLIST REVIEW GUIDELINES

Action deferred until the draft is available from the review committee of Cate Cross, David Webster, Rebecca Moore, Nancy Baker. Suggestion was made to form a working group to review the BCA Rules of Procedure and then review both items at the next meeting. Lee Suskin and Nancy Baker volunteered for the working group. Other members can indicate their interest in serving on the working group by contacting Tom Little. If there are not enough volunteers, Tom Little will make appointments.

7. OTHER BUSINESS

Congratulations to Diana Vachon for her recent graduation from the New England Municipal Clerks Institute and Academy.

8. ADJOURNMENT

MOTION by David Webster, SECOND by Peter Gadue, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting adjourned at 9:02 PM.

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