

Minutes of Meeting

COVENTRY BOARD OF CIVIL AUTHORITY

Wednesday, January 31, 2018

5:30 p.m.

Coventry Town Office

168 Main St, Coventry, VT 05825

**** These are the unofficial Minutes until approved by the Board of Civil Authority ****

Board of Civil Authority Present:

Justice of the Peace: John Miller (Chairman); Richard Lussier, Sherry Bradley, Donald Hunt, Anita Allen

Not Present: Cheryl Currier, Melissa Gallup

Town Select Board: Michael Marcotte; Scott Morley

Not Present: Brad Maxwell

Town Clerk: Deb Tanguay

Public Guests: Martha Sylvester, Sheila Morley

1.) Call to Order: BCA Chairman John Miller called the meeting to order at 5:32 PM after having noted a quorum of BCA members.

There were no Additions or Deletions to the agenda. BCA Members present signed in. W4s & I9s were distributed to members for completion and to be returned to Deb.

2.) Approve Minutes of August 30th, 2017: A motion was made to accept the Minutes of the August 30th, 2017 meeting. {DH/RL} Carried unanimously.

3.) Public Comments: There were none.

4.) Update on Property Assessment Appeal: Mr. Joseph Rossi is the sole party in the lawsuit and has appointed an Attorney to represent him. A Stipulated Scheduling Order has been raised and is awaiting signature; requiring all written discovery to be completed by a certain date, depositions by a certain date, etc. Rossi's Attorney is in the process of hiring a residential property appraiser. The Town's Attorney will be reviewing witnesses to determine one who would be capable of testifying to the value of the property, possibly being a Lister. In the event of a negotiated settlement, only the Select Board has authority to approve the settlement or direct litigation strategy and enter into agreements.

5.) Discussion on BCA Hearing Process: Discussion commenced on the Hearing process by Michael Marcotte. Richard Lussier questioned why BCA Members not attending the first hearing could not participate when the hearing reconvened. Mike Marcotte stated members need to be present to hear/review all the facts (attachments, Appellants Testimony, Listers Testimony, and BCA questions), it's hard for non-present members to place a judgment on the overall BCA decision of the hearing. Don Hunt questioned the current process of the Lister's systems and procedures. Mike stated the Lister's are currently working on resolving appraisal issues. David Barlow has been appointed Interim Lister (replacing Gary Petit) and will be assisting Lyell Reed and Anita Gariepy. David will be performing administrative tasks to clean up the Lister's data files. Tax mapping will need to get updated prior to the Town wide Reappraisal being performed, which is anticipated for 2020 – 2021.

6.) Initial Review of Voter Checklist: BCA members reviewed the checklist and requested for Deb to send challenge letters to residents who they felt should be challenged.

7.) Discussion on Town Meeting Procedures and Entry/Exit Checklist: Deb spoke regarding some items that should be enforced at Town Meeting. Residents will need to state their name and physical mailing address before they are allowed to enter. We will continue to have an Exit Checklist to ensure checks and balances with voting. BCA members working together will need to be of different political parties.

8.) Town Meeting Floor Plan Layout: Deb spoke regarding the floor plan layout for Town Meeting. It will allow for better communication/hearing and aid in the flow of traffic.

9.) Review of Policies & Procedures for adoption: BCA Members reviewed the policies. Deb will have the Secretary of State's office review them for compliance before the next BCA meeting. A motion to table the Policies & Procedures as presented. {DH/AA}

10.) Schedule of Ballot Clerks: BCA Members signed up for working the polls on Town Meeting day.

11.) Adjournment: The next BCA Meeting has been scheduled for February 28th, 2018 at 5:30PM at the Coventry Community Center. The meeting adjourned at 7:18 PM. {RL/DH}.

John Miller
Chairman, Board of Civil Authority

Deb Tanguay, Town Clerk