



## Board of Civil Authority

Tuesday, July 19, 2022 @ 6:00 p.m.

### Fire Station Meeting Room (47 Bombardier Road)

#### MINUTES

**BCA Members Present:** Jon Hughes, Chair; Brenda Steady, Vice Chair & Selectboard Member; Kristin Beers, BCA Clerk; Charles Barsalow, JP; Steve Burke, JP; Mary Ann Godin, JP; Reginald Godin, JP; Amy Maxfield, JP; Dana Maxfield, JP; Leland Morgan, JP; Wendell Noble, JP; John Palasik, JP; Thomas Rowley, JP; John Fitzgerald, Selectboard Member; Chris Taylor, Selectboard Member

**BCA Members Not Present:** Kevin Endres, JP; Christopher Mattos, JP; Michael Morgan, JP & Selectboard Member; Darren Adams, Selectboard Member;

**Others Present:** none.

1. Board of Civil Authority meeting was called to order by Jon Hughes at 6:03 p.m.
2. Flag Salute: Jon Hughes led the attendees in the Pledge of Allegiance.
3. Approval of Minutes:
  - a. Brenda Steady made a motion to approve the minutes for the June 29, 2022 meetings, with a second by Chris Taylor.
  - b. Motion passed unanimously.
4. To prepare for the upcoming Tax Appeal Hearings, Jon reviewed a model set of "BCA Rules and Procedures for Tax Assessment Appeal Hearings." As he read through each paragraph, we agreed to make the following edits/customizations:
  - a. Fill in "Milton" everywhere a town name appears.
  - b. Replace "listers" with "assessors", since Milton does not have a Board of Listers.
  - c. Procedure 8: "30 minutes" allotted for each hearing
  - d. Procedure 10: "10" additional copies
  - e. Procedure 11, Meeting Sequence L: ...to inspect the property at a date and time "agreed by all parties" (rather than "set by the chair")
  - f. Procedure 11, Meeting Sequence S: clarify that deliberative session is for BCA members only
  - g. Procedure 13: clarify that the hearing was the only opportunity for either party to present evidence.
5. There were a two questions raised that Kristin agreed to research and report back to the BCA.
  - a. Would a Selectboard member be considered a conflict of interest and need to be excluded or prohibited from serving on the BCA for Tax Assessment Appeals?
  - b. Can the inspection committee make observations at the property that were not specifically addressed as evidence at the hearing? (i.e. 4 bathrooms observed, 2 bathrooms reported)

6. Leland Morgan made a motion to adopt the Tax Assessment Appeal Hearing Rules of Procedure as discussed, with a second by Wendell Noble. Motion passed unanimously.
7. There was much discussion about scheduling the hearings and BCA availability.
8. Leland Morgan made a motion to schedule all eight hearings on Tuesday, August 23, 2022 in two rounds from 2:00-5:00 p.m. and 6:00-9:00 p.m., and then amended his motion to re-open those hearings on Thursday, September 15, 2022 for BCA decisions, at the same times. Seconded by Dana Maxfield. Motion passed unanimously.
9. Other business to come before the BCA: None.
10. Steve Burke motioned to recess the meeting at 7:54 p.m., with a second from Amy Maxfield. Motion passed unanimously.

*Respectfully submitted,  
Kristin Beers*

APPROVED MINUTES:

\_\_\_\_\_ Date: \_\_\_\_\_  
Jon Hughes, Chair

DRAFT