

**Town of Fair Haven
Board of Civil Authority Hearing Minutes.**

August 24, 2022

Members Present: Glen Traverse -Chair, Dani Roberts Roberts-Clerk, Jack Adams, Bob Richards, Sharon Adams, John Lulek, John “Tracy” Adams. Late arrivals: Lorrain Brown, Jay Brown.

Others Present: None

Called to order: 7:03 p.m.

Glen Traverse called the recessed meeting of the appeal of Randy Bishop, 7 River St to order. Dani Roberts read the letter received by Mr. Bishop.

Randy J. Bishop rjbishopconstruction@gmail.com

Danielle Roberts Town Clerk sdclerk@comcast.net

I Randy J. Bishop hereby request a postponement of my BCA hearing until after August 28, 2022 which is beyond the 30 days required for *the Report of the Inspection Committee* to be heard. I understand I am waiving my right to the time table set forth in 32 V.S.A §4404.

This hearing will not be continued past August 31, 2022.

Tracy asked about allowing further testimony to be heard and Glen Traverse read to him for the procedures the BCA is following. Dani Roberts added that she had contacted PVR and had been informed that allowing additional comments is required by the state. Appellants seldom take advantage of this option.

The conclusion of the Bishop hearing was set for Wednesday, August 31,2022 at 7:00 p.m. in the Conference room of the municipal building. No further extensions will be allowed.

The meeting was recessed at 7:13 p.m.

BCA meeting was called to order at 7:13 on a motion of Tracy Adams, seconded by Jack Adams.

BCA Rules of Procedure: Glen Traverse started the discussion of the proposed Rules of Procedure for Property Tax Appeals as copied from *VLCT 2021 Model Rules of Procedure of BCA Tax Appeals*

Page 1:

Section **C -3** Changed to read

Each BCA meeting shall have an agenda prepared by the Town Clerk, with a stated amount of time allotted depending on the complexity of the appeal. All hearings will be conducted in the same order as they appear of the agenda, except that by majority vote of the BCA members present the order of hearings may be modified.

Page 2: No edits.

Page 3: **8.** Changed to read

These rules may be amended by majority vote of the BCA present.

John Adams made a motion to adopt the *Rules of Procedure for Property Tax Assessment Appeal Hearings* with modifications seconded by Jack Adams, passed unanimously.

Candidate Guidelines: The Board moved on to reviewing the Polling Place Guideline. Glen Traverse asked Dani Roberts to explain the purpose. Dani Roberts told the board that she and her Assistant Town Clerk, Sharon Adams had attended an elections training meeting in Sherburne in July and they had strongly advised the adoption of guidelines. This election season could be contentious and it would be helpful to have something in writing posted at the polls to defuse situations. This is one of the examples that was suggested.

1: Changed to read:

No campaigning, electioneering or discussion of the election is to take place inside the polling place.

4: Changed to read:

Candidates will use designated area only.

6: Changed to read:

One sign per candidate or ballot issue and must be monitored by a person, is permitted on the day of the election only. All signs must be removed when the polls close.

7: Deleted the phrase "behind the guardrail." There was discussion on this section regarding the rules for poll watcher. The rules are clear that no phones or pagers can be used but is silent on the use of cameras. Dani Roberts will look into this and report back at the next meeting.

Jack Adams made a motion adopt *Polling Place Guidelines* with modifications seconded by John Adams, passed unanimously.

The board moved on to the remained of the agenda all are requests from the Town Clerk. Dani Roberts explained that these things are all under the control of the BCA but with the exception of early processing of ballots they have all been historically handled in Fair Haven by the Town Clerk. Since these are under the authority of the BCA she wanted clarification of her authority over these decisions.

Very little discussion on the following:

Request to allow the Town Clerk and Election officials to process absentee ballots no more 30 days prior to an election if the Town Clerk feels it would be a benefit to the voting process. 17 VSA § 2546a(a). Bob Richards made the motion to allow this request, seconded by John Lulek, passed unanimously.

Designate time for opening polls to be 10:00 a.m. as allowed in 17 VSA § 2494, 2561. This is currently the policy in Fair Haven. Sharon Adams made the motion to continue with the current polling hours, seconded by Rich Greenough, passed unanimously.

Request to allow the Town Clerk and Election Officials to determine the number of voting booths required at each election. 17 VSA § 2504. Bob Richards made the motion to allow this request, seconded by Jack Adams, passed unanimously.

Request to allow the Town Clerk to determine the number of Assistant Election Officers necessary at each election. (This requires a minimum of 2 Officials for both the check in and exit check list, and an official to be stationed at the tabulator, in addition to the Town Clerk.) Jack Adams made the motion to allow this request, seconded by Tracy Adams, passed unanimously.

Other Business: Dani Roberts told the Board that an organizational meeting should be held each year to elect a Chair and a Vice Chair. Glen Traverse asked if perhaps it being August, it should wait until after next Town Meeting. Bob Richards said that it should be organized now and hold until next March. It was tabled until the next meeting.

There being no other business John made a motion to adjourn seconded by Rich Greenough.

Meeting closed at 8:17 p.m.

Respectfully submitted

Dani Roberts
Town Clerk

*** NEXT MEETING OF THE BCA, Wednesday August 31, 2022 at 7:00 P.M. ***