



**Board of Civil Authority**  
**Thursday, February 2, 2023**  
**6:00 p.m.**

**Community Room (43 Bombardier Road)**

**MINUTES**

**BCA Members Present:** Charles Barsalow, JP; Kristin Beers, Clerk; Kevin Endres, JP; Denise Hughes, JP; Jon Hughes, Chair; Thomas Hughes, JP; Christopher Mattos, JP; Leland Morgan, JP; Wendell Noble, JP; Brenda Steady, Vice Chair & Selectboard Member

**BCA Members Not Present:** Marty Branch, JP; Steve Burke, JP; Amy Maxfield, JP; Dana Maxfield, JP; Michael Morgan, JP & Selectboard Member; Darren Adams, Selectboard Member; John FitzGerald, Selectboard Member; Chris Taylor, Selectboard Member

**Others Present:** Chuck Wilton

1. The BCA meeting was called to order by Jon Hughes at 6:04 p.m.
2. Jon led the attendees in the Pledge of Allegiance and said a few words in remembrance of John Palasik, who passed away in November 2022.
3. Kristin administered the oath to all Justices of the Peace present.
  - a) Jon called for nominations for Chair. Kevin Endres nominated Jon Hughes. Wendell Noble seconded. With no other nominations, Leland Morgan moved to close nominations. All in favor.
  - b) Jon asked for nominations for Vice-Chair. Wendell Noble nominated Brenda Steady. Kevin Endres seconded. With no other nominations, Brenda moved to close nominations. All in favor.
  - c) Jon asked for nominations for the Charter Compliance Committee. Brenda Steady nominated 1) Denise Hughes 2) Leland Morgan 3) Charlie Barsalow 4) Thomas Hughes and 5) Chris Mattos. Kevin Endres seconded. There was a brief discussion of the Charter Compliance Committee responsibilities and incompatible offices. With no other nominations, Leland moved to close nominations. All in favor.
4. Public Forum – no comments.
5. Approval of Minutes:
  - a) Wendell Noble motioned to approve the BCA minutes for the October 13, 2022 meeting, with a second by Leland Morgan. The motion passed unanimously.
6. Reference materials can be found online at the Secretary of State and VLCT websites. Some duties are required and some are optional.
  - a) Kristin took notes of JPs willing to officiate weddings. Notaries are optional, but those interested must get commissioned through the VT Office of Professional Regulation.
  - b) Kristin passed around 2023 Declaration of Health Care Coverage forms.

7. Keep schedules open towards the end of June for Tax Assessment Appeals, and June through August for the Bi-Annual Checklist Review. Board of Abatement meetings are usually upon request.
8. Prepare for the upcoming Annual Town Meeting Day election (March 7, 2023):
  - a) Sign-up sheet for election workers was circulated.
  - b) Kristin presented a list of changes to the voter checklist.
  - c) Brenda Steady made a motion to approve the list of Milton's registered voters, from which the Town Clerk will hire workers for the Town Meeting Day election. Second by Wendell Noble. Motion passed unanimously.
  - d) Wendell Noble made a motion to allow election officials to deposit early voter absentee ballots into the tabulator preceding the Town Meeting Day election, in accordance with the provisions of 17 VSA §4564a, on Friday, March 3, 2023. Second by Brenda Steady. Discussion about the provisions of that law, and who of the BCA members present are available to help that day. Motion passed unanimously.
9. There was no other business.
10. Motion to adjourn was made at 6:45 pm by Thomas Hughes and seconded by Brenda Steady. Motion passed unanimously.

*Respectfully submitted,  
Kristin Beers*

APPROVED MINUTES:

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