The Wilmington Board of Civil Authority convened at 6:00pm on September 3, 2020, via a remote meeting.

IN ATTENDANCE: A quorum was achieved with 9 out of 10 members present. Justices of the Peace – Elizabeth McEwen, Fred Houston, Linda Green, Rhea Clark, Tom Consolino; Selectboard – John Gannon, Sarah Fisher, Tom Fitzgerald, Vince Rice; Town Clerk –Therese Lounsbury

1.   CALLED TO ORDER at 6:07pm

2.   ELECTION OF CHAIR – Vince Rice nominated Elizabeth McEwen as Chair, seconded by Tom Consolino. There were no other nominations. Elect Elizabeth McEwen as Chair. All in favor.

3.   ELECTION OF VICE CHAIR – Fred Houston nominated Tom Consolino for Vice Chair, seconded by Elizabeth McEwen. There were no other nominations. Elect Tom Consolino as Vice Chair. All in favor.

4.   DISCUSSION & POSSIBLE ACTION – Therese proposed a change of polling station from the Twin Valley Elementary School to the Old School Community Center. The Music Room is big enough for the smaller elections, and the gym would be available for Town Meeting Days. The Town Clerk's Office already has a storage closet off the Music Room. There would be no charge for the use of the space. Motion made to move the Wilmington polling station to the Old School Community Center. Motion made by Fred Houston, seconded by Rhea Clark. Motion carried.

5.   DISCUSSION OF PROCEDURAL ELEMENTS – In preparation of approaching Grand List re-appraisal appeals, there was a discussion of how to setup the hearings and the changes needed per COVID19 guidance. There won't be any in-home inspections per direction of Secretary of State's Office. Elizabeth proposed asking homeowners to video or photograph items needed in support of their appeal. Make sure video/photos focus on specific items that are being appealed. Therese shared that we can setup a call with Russ from Property Valuation and Review to shed some light on the new reappraisal process and how to read a Lister Card, group agreed to set that up. Need to clearly learn from the homeowner what they are asking for. Fred may have to recuse. Discussed how to have appellants share documents and visuals – drop box or multi-access spot (hard copies for those that need). Learn how to distribute items or share screen for items that are new the night of the meeting. Appellant will tend to share more information with the BCA. What does the inspection write up look like now? Create teams for the appeals so that meeting nights are spent as half the time hearing new appeals, then the balance of the evening is deliberating the appeals heard the week before. Listers present their own information. Appeals are lodged with the Town Clerk, this is a de novo process so we need materials ahead of time to share with the Board. It will be a Zoom meeting, but can participate by phone as well. The Board can hear at least 4 per evening. There will be an Executive Session for deliberations, and then motions are made with a vote when the Board comes out of Executive Session. John suggested that he could share some transcribing software (Otter.ai) so the Board could easily review information presented from a hearing night.

6.   OTHER BUSINESS: The Board suggested a date of September 23, 2020 at 5:30pm for the Board of Abatement to meet and hear one abatement request. Therese will check with the Board of Listers.

MOTION TO ADJOURN made by Fred Houston, seconded by Vince Rice. Meeting adjourned at 7:06pm.

To the best of my knowledge, information and belief, these minutes are a true and official record of all action taken at the Board of Civil Authority meeting held September 3, 2020.

ATTEST: _____   DATE: SEPTEMBER 8, 2020

                Therese M. Lounsbury, Wilmington Town Clerk

TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THESE MINUTES ARE A TRUE INDICATION OF THE BUSINESS OF THE BOARD OF CIVIL AUTHORITY ON SEPTEMBER 3, 2020.

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