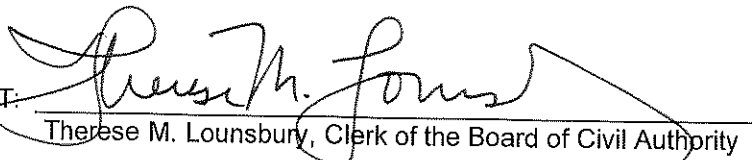


**TOWN OF WILMINGTON
BOARD OF CIVIL AUTHORITY
WEDNESDAY, May 3, 2023, at Town Hall
MINUTES**

IN ATTENDANCE: A quorum was achieved with 7 members present in the Town Hall. Selectboard- Sarah Fisher, John Gannon; Justices of the Peace – Meg Streeter, Patti Long, Philippe Sweda, Bonnie Lorimer; Town Clerk – Therese Lounsbury.

1. **CALLED TO ORDER** – Town Clerk Therese Lounsbury called the meeting to order at 5:32pm.
2. **REORGANIZE THE BOARD** – Motion to nominate Patti Long for Chair made by Meg Streeter, seconded by Bonnie Lorimer. Hearing no further nominations, they were closed for a vote. Motion carried.
Motion to nominate John Gannon for Vice Chair made by Patti Long, seconded by Sarah Fisher. Hearing no further nominations, they were closed for a vote. Motion carried. Patti asked Therese to continue to lead the prepared agenda.
3. **REVIEW & POSSIBLY APPROVE THE RULES OF PROCEDURE** – Discussion of the tax appeal process, deliberative session, inspections, ex parte during inspection, and decision writing. Discussion of continuing with hybrid meetings to have the record function. Edits needed for the document "Rules of Procedure for Property Tax Assessment Appeal Hearings": change Lister references to Assessor, update the Town Clerk information, list second floor Town Hall and Zoom option, Drop Box use, Open Meeting Law. Wednesdays at 5:30pm would probably work best for everyone (except Vince work schedule). The Board will open the appeal process at the end of June/early July and create a schedule for the hearing of appeals beginning after Labor Day. There was a question whether the Administrative Clerk for the Assessor would attend Tax Appeals?
4. **REVIEW & POSSIBLY APPROVE THE PAPERWORK SHARED WITH APPELLANTS** – Documents were reviewed with no changes.
5. **REVIEW & POSSIBLY APPROVE THE RECOMMENDED CHALLENGES TO THE VOTER CHECKLIST** – Motion to accept the Voter Challenge List as amended made by Meg Streeter, seconded by Patti Long. Motion carried.
6. **REVIEW JOP ACESS TO THE MUNICIPAL ACCESS PORTAL ON VLCT**: Discussed email receipt for accessing VLCT for news and training opportunities, shared copies of the postcard with the information.
7. **REVIEW TAX APPEAL TRAINING OPPORTUNITIES AND PREPARE POTENTIAL DATES**: Therese will share any training opportunities that become available, but review what is currently on VLCT.
8. **APPROVAL OF MINUTES OF BCA & BOA FROM OCTOBER 26, 2022**: Motion to approve the BCA minutes of October 26, 2022, made by Therese Lounsbury, seconded by Sarah Fisher. Motion carried with three abstentions (Meg, Bonnie, Philippe). There were not enough BOA members to approve the minutes of October 26, 2022.
9. **BOARD TO ADJOURN**: Motion to adjourn made by Meg Streeter, seconded by Bonnie Lorimer. Adjourned at 6:32pm.

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 MAY 3, 2023.

ATTEST: 
Therese M. Lounsbury, Clerk of the Board of Civil Authority

DATE: MAY 3, 2023

ATTEST: _____

DATE: _____

ATTEST: _____

DATE: _____

ATTEST: _____

DATE: _____