

**TOWN OF WILMINGTON  
BOARD OF CIVIL AUTHORITY  
WEDNESDAY, August 2, 2023, at Town Hall & via Zoom  
MINUTES**

IN ATTENDANCE: A quorum was achieved with 8 members present. Selectboard- Tony Tribuno, John Gannon, Tom Fitzgerald; Justices of the Peace – Patti Long, Philippe Sweda, Bonnie Lorimer, John Lebron; Town Clerk – Therese Lounsbury.

1. **CALLED TO ORDER** – Chair Patti Long called the meeting to order at 5:30pm.
2. **APPROVAL OF MINUTES** – Hearing no changes, a motion to approve the minutes of May 3, 2023, was made by John Gannon and seconded by Bonnie Lorimer. Motion carried. Patti asked John Gannon again to provide some clarity on the recusal need and procedure. He will do some research. It was explained that if the clerk needs to leave the meeting, then the Chair can ask a remaining member of the board to complete the minutes of the meeting.
3. **REVIEW & POSSIBLY APPROVE THE RULES OF PROCEDURE** – No further changes were suggested. A motion to approve the Wilmington Board of Civil Authority Rules of Procedure for Property Tax Assessment Appeal Hearings was made by Bonnie Lorimer and seconded by John Lebron. Motion carried. The Chair and the Town Clerk signed the document.
4. **REVIEW & POSSIBLY APPROVE THE BIENNIAL VOTER CHECKLIST REVIEW** – the Board had the opportunity to review the list of voter names that have been challenged and have passed through two General Elections without activity. This is accomplished every odd year through the direction of the Secretary of State’s Office. A motion to approve the Biennial Voter Checklist Review for removal was made by John Lebron and seconded by Bonnie Lorimer. Motion carried.
5. **POTENTIAL ELECTION TRAINING OPPORTUNITIES** – the Town Clerk shared that the Secretary of State’s Office (SoS) will offer training in Fall 2023 for Vote Tabulator, and Accessible Voting System. Next summer will be A-Z Elections Procedures. The SoS will also set up localized training for gatherings of 5 or more. Please review the Tax Appeal Resources found on the VLCT website.
6. **DATE(S) FOR TAX APPEAL HEARINGS** - The board chose Wednesday, September 20, 2023, at 5:30pm for tax appeal hearings. The Town Clerk will prepare the necessary warnings.
7. **BOARD TO ADJOURN:** Motion to adjourn made by John Lebron, seconded by Bonnie Lorimer. Adjourned at 5:50pm.

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 AUGUST 2, 2023.

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

DATE: AUGUST 2, 2023

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