

**HARTFORD BOARD OF CIVIL AUTHORITY
2023 BIENNIAL CHECKLIST REVIEW-June 20, 2023
MEETING MINUTES (draft)**

Present: Nancy Howe, chair; Nancy Russell, Vice Chair; Brett Mayfield (left at 8:30pm); Scott Farnsworth; Melinda Brooks; Don Foster; Lynn Bohi; Pat Cook; Joseph Trottier; Lisa O'Neil, Clerk.

5:35pm: Meeting called to order.

Nancy H. provided an overview of the purpose and process of the Biennial Checklist Review.

The Clerk had provided the checklist to members electronically in advance of the meeting. Most members provided the Clerk with a list of names to challenge in advance of the meeting. The members present took turns reading the names on the Master Checklist aloud (7750 voter names/228 pages) provided by the Clerk (included all Active-non challenged voters as of May 17, 2023). During the name by name reading of the list, members identified voters who may no longer eligible to vote in Hartford or are deceased. The Clerk made notations on the Master Checklist. Lisa O'Neil read pages 1-20; Pat Cook read pages 21-44; Melinda Brooks read pages 45-76; Don foster read pages 77-93; Scott Farnsworth read pages 94-113; Melinda read pages 114-150; Pat read pages 151-191; Lisa read pages 192-228.

Voters who had been challenged prior to November 2020 and had not responded to the challenge letter nor voted in two consecutive general elections since the challenge was issued are eligible to be purged. (The BCA authorized the Clerk to purge 88 voters at the BCA held on April 24, 2023).

Nancy Russell made the following motion: seconded by Pat Cook: *The Hartford Board of Civil Authority authorizes the Hartford Town Clerk to issue Challenge Letters to those voters identified through the 2023 Biennial Checklist review held on June 20, 2023, per 17 V.S.A 2150.* The motion carried unanimously.

Nancy Russell made the following motion: seconded by Don Foster: *The Hartford Board of Civil Authority authorizes the Hartford Town Clerk to file a "Certification of Completion of Biennial Purge of the Checklist" with the Vermont Secretary of State no later than September 15, 2023, per 17 V.S.A 2150.* The motion carried unanimously.

Nancy Howe thanked the members for their work. She stated the Clerk's Office received one Abatement request recently. The consensus of the members is to include the request at the September Board of Abatement Hearing meeting (date to be determined). Nancy H. and Lisa reviewed the potential for upcoming Tax Appeal Hearings. The Assessor's Office received 17 Grievances by the June 20, 2023, deadline. Lisa will e-mail the BCA members some general Tax Appeal information & materials. Lisa will also look at VLCT's website to see if there are any upcoming Tax Appeal trainings, webinars, or resources available to members. She also reminded the members to sign up for the VLCT municipal portal; she will send instructions to do so from VLCT. This will allow BCA members (or Lisa on the members' behalf) to register for trainings, etc.

Nancy Russell moved to adjourn; the motion was seconded by Melinda Brooks. Meeting Adjourned at 9:00pm.

Respectfully Submitted,

Lisa M. O'Neil, Hartford Town Clerk

