

**BOARD OF CIVIL AUTHORITY  
MEETING MINUTES  
TUESDAY, JANUARY 27, 2026, 5:30 P.M.  
AT TOWN HALL AND BY ZOOM**

Members Present: Tim Roper; Ed Grossman; Lise Duncan; Larry Semones; Peter Hudkins; Arne Jonynas; Gerald Gleason; Heather Chase; Linda Diak; Cheryl LeClair; Amie Record; Zoom: Pat Budnick

1. Review and adopt Rules of Procedure for Property Tax Assessment Appeal Hearings

Chair Heather Chase called the meeting to order at 5:30 p.m. and cited the Pledge of Allegiance. The BCA members present reviewed Rules of Procedure for Property Tax Assessment Appeal Hearings. An amendment was suggested that the Chair of the board does not vote unless there is a tie.

A motion was made by Linda Diak to accept and adopt the Rules of Procedure for Property Tax Assessment Appeal Hearings with the insertion that the Chair does not vote accept in the event of a tie. Seconded by Gerald Gleason. The motion passed.

2. Review and adopt Policies and Procedures for Election Day

The BCA members present reviewed the Policies and Procedures for Election Day. Amie Record explained that an amendment needed to be made per statute to the document to state **6. Ballot Drop Box:** *At least 43 days prior to any election there shall be a ballot drop box secured to the front porch of Town Hall. Ballots may be deposited in the drop box until the close of business on the day before the election. At the close of business, the drop box shall be closed and instructions affixed to the drop box instructing the voter to return the voter's voted ballot to the polling place on the day of the election.*

Linda Diak stated she would like an amendment to **2. Voting Booths** where it states *his* in two places be changed to *their*.

A motion was made by Tim Roper to adopt the Policies and Procedures for Election Day as amended. Seconded by Linda Diak. The motion passed.

3. 2026 Elections

The BCA members present discussed the election schedule for 2026.

4. Other Business

None.

5. Adjourn

A motion was made by Linda Diak to adjourn. Seconded by Gerald Gleason. The motion passed at 5:57 p.m.