

Board of Civil Authority Meeting
Organizational Meeting
June 27, 2019 6:00 PM

Members Present: Heather Chase, Amie O'Brien, Deborah Aldrich, Susan Kibbe, Ken Barrett, Robert Crawford, Colleen Truax, Arne Jonynas, Russell Monier, Leigh Dakin, Kathy Pellett, Penny Benelli

Public Present: Fred Greenwell, Mary Jane Miles, Shannon Burbela, Randy Miles

Chairperson Heather Chase called the meeting to order at 6:00 p.m. The Pledge of Allegiance was cited. Chairperson Heather Chase then explained that her and Amie O'Brien are running the meeting for the first time. She explained that this Organizational meeting was to review the BCA Policies and Procedures. She explained that at the end of the discussion she will need a motion to accept the Policies and Procedures as written. Penny Benelli asked if there were any changes from the last time the Policies and Procedures were adopted, and there were none.

Chairperson Heather Chase then reviewed #4 of the Policies and Procedures and wanted everyone to be aware of the conflict of interest policy. She explained that anyone who is connected to the parties involved should recuse themselves from the hearings. She also explained that another important part of the policies to keep in mind is the one covering ex parte communication. All involved with the hearings should not communicate with each other or others about the hearings outside of the meetings. She then explained #10 and stated that we will follow all the stages on open hearings. She asked if there were any other questions about the Policies and Procedures. Arne Jonynas asked if these are the procedures that have been in place for quite a while and Heather stated that was correct and there have not been any changes, but they still need to be adopted. Leigh Dakin asked a question about the schedule and Chairperson Heather Chase explained that we will be setting the date for the next meeting and adopting the Policies and Procedures at this meeting. Penny Benelli made a motion to adopt the Policies and Procedures Kathy Pellett seconded the motion. The Policies and Procedures were adopted.

Chairperson Heather Chase explained that the next two meeting dates need to be set for two appeal hearings. Discussions took place around different dates and July 23, 2019 at 6 p.m was decided on.

Chairperson Heather Chase and Deborah Aldrich explained that all evidence for the hearings should be presented to Amie O'Brien and to please bring the stuff before the meeting so that the proper number of copies can be made.

Russell Monier asked about the inspection process and Chairperson Heather Chase explained the details.

Chairperson Heather Chase asked if there was any other business. There was some discussion around the inspection process and how that works.

Ken Barrett mentioned that 2019 is an odd year so the check list will need to be purged. Deborah Aldrich explained that the process should be started by September.

Leigh Dakin made a motion to adjourn seconded by Penny Benelli.

Meeting adjourned at 6:19 p.m.

A true record.

Amie O'Brien
Assistant Town Clerk