



Town of Jericho

Jessica R. Alexander
Town Clerk

Board of Civil Authority Meeting

A Board of Civil Authority meeting was held on Wednesday July 27 2016 at 6PM. The agenda for the meeting included public comment, review of meeting minutes from Feb 18 & June 7, review of applications for addition to the checklist, review of applications for deletion from the checklist, any business related to the August 9th Vermont State Primary and beginning of Tax Appeal Hearings – set schedule.

Members Present: Sarah S. Joslin, Mary Coburn, Bert Lindholm, Ann Messier, Don Messier, Michael Weinberg, Wayne Howe, Catherine L. McMains, Jessica R. Alexander, Deborah Rackliff, and Peter Booth.

Guests: none

Members Absent: Donna Boiney, Mary Jane Dickerson, Janet Gallagher, James Gallagher and Tim Nulty.

Michael Weinberg called the meeting to order at 6 PM.

Public Comment: None

Review of meeting minutes from February 18th and June 7th, 2016: Bert Lindholm made a motion to accept the February 18, 2016 minutes as written, 2nd Sarah Joslin Vote – approved. Debbie Rackliff made a motion to accept the June 7, 2016 minutes as written, 2nd Mary Coburn Vote – approved.

Review applications for addition to the checklist: Jessica Alexander presented a list of 184 voter applications to be approved. (see attached list) Mary Coburn made a motion to approve the 184 additions listed, 2nd Bert Lindholm. Vote – approved,

Review of applications for deletion from the checklist: Jessica Alexander presented a list of 94 deletions to the checklist. (see attached list, 76 transferred to another Vermont town, 18 signed voter response card, registered out of State or died) . Deborah Rackliff made a motion to accept the deletions as presented. 2nd Mary Jane Dickerson. Vote— approved

Any business related to August 9th State Primary Election:

- a. Notes from the July 21st election training workshop presented by the Secretary of States' Office were reviewed. Mary Coburn, Janet Gallagher, Jim Gallagher, Mary Jane Dickerson, June Schulte, Don Messier and Jessica Alexander were able to attend. There was discussion about absentee ballot processing.
- b. There are over 200 absentee ballot requests and about 120 absentee ballots returned for this election so far. Voters can request through VEMS on-line, as well as by phone or in person at the Town Hall. Status of the absentee

ballot request will be printed on the checklist (Requested, Issued, and Returned) The list of absentee ballot requests are different for each election.

- c. Mike Weinberg and Mary Coburn will come in on Monday August 8th to pre-check-in the returned absentee ballots. Don Messier and Bert Lindholm will be on call for additional help if needed.

Begin Tax Appeals: The entire list of tax appeals received was presented in an excel spreadsheet.

A letter of appeal was received by the Board of Tax Appeals on July 19th from Susan Jaynes. There is no record that she grieved with the Listers by June 29th.

Wayne Howe made a motion that a letter be sent to Susan Jaynes, NV209, stating that her request for a tax appeal would be denied because she did not participate in the first step to grieve with the listers. A letter will be sent asking her to respond by August 15 if she feels she did grieve with the Listers Office. 2nd Peter Booth. Vote – approved unanimous

Jeffrey Spencer, FO067, sent an email to the Listers' office on July 21 requesting to appeal the Listers determination. This did not meet the July 20th deadline to appeal to the Board of Tax Appeals. **Catherine McMains made a motion that the request for a tax appeal hearing be denied for Jeffrey Spencer, FO067 because the request for appeal was not received by July 20th. 2nd Mary Coburn. Vote—approved unanimous,** A copy of the proof of mailing of the change of appraisal and result of grievance hearing notices will be sent with the notification.

Some of the properties were on the excel spreadsheet had “notice” typed next to them. These appeals had issues upon receiving the “change of appraisal notice” from the Listers' Office following the close of Lister Grievance Hearings. Tax bills have always gone to 33 Lee River Road but the change of appraisal notice was sent to 35 Lee River Road, c/o Matt Zambarano. The letter was at the post office for a month and then it got delivered to Matt's new home at 15 De Havilland Drive and Matt just gave it to daughter Cynthia Cooley on July 13th. Cynthia Cooley filed an appeal to the Board of Tax Appeals on July 20th but she has not grieved with the listers. **A motion was made by Peter Booth that there was a question of timely notice and that she could be heard by the BCA. Mike Weinberg asked if the motion could say that the Listers should hear her grievance.** There was discussion about not being able to go backwards because the Listers Grievance ended June 29. The BCA can act on a decision of the Listers. If the Listers decide not to hear her grievance the BCA can act on that decision. Action by inaction. Other notice issues were discussed for O'Brien FZ047, Myers PN047, and Roy SM017 & SK015

Bert Lindholm made a motion to hear 17 South Main Street and 15 Skunk Hollow as a matter of listening to the Listers and listening to the Appellant. The post office does not officially change the dates of when the mail would go through. 2nd Wayne Howe Motion passed, unanimously.

FZ047 and PN047 will be heard because they were timely with the July 20th appeal to the BCA even though they did not receive a timely result of grievance from the Listers' Office.

Mike Weinberg, Jessica Alexander and Debbie Rackliff will sit down with Town Administrator Todd Odit to discuss if Listers' Office can answer some of the appellants' questions and see if their appeal to the Board of Civil Authority would be withdrawn.

Jessica Alexander will go through the list of appeals and schedule 6 easier properties for the August 11, 2016 hearing date. Thursday evenings, 2nd and 4th of each month, were discussed as potential meeting dates. This is the same nights that the Development Review Board meets. We will only be able to use the conference room space if the DRB does not have a scheduled meeting.

There was discussion about the Tax Grievance Hearing Policy and Code of Conduct. Bert Lindholm felt that more time should be allowed for commercial properties. Peter Booth asked for a one page summary sheet be made about the Tax Appeal Process that the appellants would know what to expect at the hearing. Each hearing will be scheduled 30 minutes apart.

Next meeting date: Thursday August 11th, 2016

A plan was made to continue Tax Appeal Hearing process on Thursday August 11, 5:45PM

Respectfully submitted, 

Jessica Alexander, Town Clerk

These minutes were approved by the BCA
on September 8, 2016.

