

**Town of Charleston Board of Civil Authority (BCA)**  
**Organizational & Business Meeting**  
**5:30 pm August 5, 2019**  
**Town Clerk's Office**

Attending: Town Clerk Teri Gray; Selectperson Peter Moskovites; Justices of the Peace Terry Rollins, Samantha Stevens, Peter Engels, Jean Wilson and Carolyn Hannan; Lister Steve Wilson; Reappraisal Consultant John Westinghouse; and Asst. Clerk Colleen Kellogg.

The meeting was called to order at 5:30 pm by Town Clerk Teri Gray.

Peter Moskovites nominated Samantha Stevens as Chair, seconded by Terry Rollins. Seeing no other nominations, Ms. Stevens was elected BCA Chair for one year.

All BCA members read and signed the BCA Oath.

VLCT Model Rules of Procedure were reviewed and considered for adoption with the following actions/edits receiving unanimous approval: Samantha Stevens moved to allow 30 minutes for each hearing, seconded by Teri Gray. Peter Engels moved to allow hearing agenda order changes by majority decision, seconded by Terry Rollins. Teri Gray moved to add language that hearings will be recorded, and to require that appellants submit four copies of written evidence, seconded by Terry Rollins.

Motion by Peter Engels to adopt the Rules of Procedure as edited, seconded by Jean Wilson, and approved unanimously.

John Westinghouse presented an overview of appraisal methods used during the recent townwide reappraisal, which includes building a model based on recent sales. There has been significant sales activity in town, particularly along 105. The objective of the reappraisal was equity within the system, and a data collection sheet ensured consistent information gathering across all properties. Regarding factors that affect value, Quality relates to the cost and quality of construction, Condition relates to depreciation, and the major portion of value is in the first two acres of land. Definitions and relevance of the COD and CLA were discussed.

The Chair gave members 3-5 minutes to review informational and training handouts on the Tax Appeal Hearing Process.

The Chair invited BCA members to report to the Town Clerk any names on the Voter Checklist who should receive challenge letters because they no longer live in town. The following are believed to have moved, and the Clerk will send challenge letters: Brian Antonelli, Jon Antonelli, Elise Biedermann, Cheryl Bowen, Robert Bowen, Alan Bushway, Jayne Bushway, Monica Capron, Roberta Chesney, Erica Clawson, Sarah Culver, Heather Deida, Alfred Duquette, Heidi Flood, Eleanor Gavin, Geoffrey Goodhue, Sally Hauge, David Hosford, Robert

Keller, David Martorana, Joshua Michaud, Ruby Morin, Chem Pierce, Bonita Reed, Ronald Rhye, and David W. Rice.

Peter Engels moved to authorize the Town Clerk to send challenge letters on an ongoing basis to voters whom she has reason to believe have moved from town, seconded by Carolyn Hannan, and approved unanimously.

The Town Clerk and Assistant Clerk provided the following update on the previous two biennial checklist purges conducted in 2015 and 2017:

- Of the voters challenged by BCA vote in 2015, the following 11 voters neither responded to challenge letters nor voted in the subsequent two elections and were purged by statute from the Charleston Checklist following the November 2018 General Election: Jessica Bergeron, Mark Brown, Dale Carpenter Jr., Beau Collins, Carol Marran, Ashley Montague, Dustin Ovitt, Debra Perry, Dean Powers, George Wood, and Kristi Yetsko.
- Of the voters challenged by BCA vote in 2017, the following 19 voters remain challenged and will be purged after the November 2020 General Election if they neither respond to challenge letters nor vote in the subsequent 2 election cycles: Jeremy Brown, Kenneth Brown, Robert Davignon, Joshua Elliott, Robert Henderson, Marcel Lamoreux, Tracey Mill-Sherman, Andrew Nemeth, Jenna Nemeth, Jacob Orton, Samuel Perrault, Sandy Reome, Vickie Reynolds, Gail Scelza, Nathaniel Simpson, Aaron Tinker, Justin Whipple, Ashley Wilson, and Alicia Wintermute.

Seeing no other business, Jean Wilson made a motion to adjourn, seconded by Peter Engels, and the meeting adjourned at 6:09 pm.

Respectfully submitted,

Samantha Stevens, 2019 BCA Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Teri Gray, Town Clerk