

I. Call to Order

Members Present: George Cross, Katherine Decarreau, Emily Bowers, Bridget Ahrens, Councilor Charles Judge, Mayor Kristine Lott, William Norful, Michael O'Brien, Mary Hussmann, Thea Wurzburg, Councilor Aurora Hurd, Daisy Berbeco and Arica Bronz

City Staff Present: Jenny Willingham, Clerk

Guests Present: None

Call to Order by: The meeting was called to order by BCA Chair, Emily Bowers

Meeting Start Time: 6:03 PM

Minutes Recorded by: Jenny Willingham, City Clerk

II. Approve Previous Meeting Minutes

February 16, 2023

- Decision: Approval
- Motion by: William Norful
- Second: Katherine Decarreau
- The minutes were approved for the Board of Civil Authority (Board of Abatement) Meeting on February 16, 2023. Motion passed.

February 2, 2023

- Decision: Approval
- Motion by: Thea Wurzburg
- Second: Katherine Decarreau
- The minutes were approved. Mike O'Brien & William Norful abstained Motion passed

III. Certificate of Completion of Biennial Purge of the Checklist

Decision: Approval

Motion by: William Norful

Second: Michael O'Brien

A motion to approve the City Clerk to complete the Biennial Purge of the checklist by September 15, 2023. Motion passed

IV. Upcoming Town Meeting Day Election on March 5, 2024

Jenny Willingham, City Clerk gave an overview of the upcoming election. This includes the annual election and this year the Presidential Primary. All residents, regardless of citizenship

status, can participate in the annual election for municipal & school items.

V. Election Training Opportunities in September & October

Jenny Willingham, City Clerk, will provide to the Board the upcoming election training once it is available.

VI. Permission for City Clerk to Remove Names from the Voter Checklist

Decision: Approval

Motion by: William Norful

Second: Michael O'Brien

This motion was combined with Item IV for permission to remove names for Death & Out of State Notifications as well as challenge Sellers from Property Transfer Tax Returns. Motion passed.

VII. Adjourn

Motion by: Michael O'Brien

Second: William Norful

Meeting End Time: 5:15 PM