

# Town of Fairfax



## **BOARD OF CIVIL AUTHORITY MEETING MINUTES – September 9, 2021**

The meeting was called to order by Deborah Woodward, Town Clerk/Treasurer at 3:05 p.m. at the Town Office, 12 Buck Hollow Road, Fairfax, VT 05454 with Stephen Bessette, Sue Mitchell, Randy DeVine, Judy Cleary, Pat McNall, Donna Meunier, Peter Fitzgerald, Gary Gilbert, Peggy Gilbert, Robert Horr, Marjorie Ellsworth, James McGuinness, and Lynn Parah present. It was in person and through Zoom.

There were no additions & deletions in the order of business.

A motion was made by Deborah Woodward to appoint a Chair to the Board of Civil Authority. S Mitchell made the motion to nominate Peter Fitzgerald as Chair and seconded by J McGuinness. The Floor was opened for discussion and there was none. The motion was passed by a show of hands. D Woodward motioned to appoint a Vice Chair 1. S Mitchell made the motion to nominate G Gilbert as Vice Chair to the Board of Civil Authority and seconded by J Cleary. The floor was opened for discussion and there as none. The motion was passed by a show of hands. The meeting was turned over to our new Vice Chair G Gilbert due to P Fitzgerald not being at the meeting when it started. G Gilbert motioned to appoint a Vice Chair 2 in the case that the Chair & Vice Chair 1 were unavailable. S Mitchell made the motion to nominate R Horr as Vice Chair 2 and seconded by J McGuinness. The Floor was opened for discussion and there was none. The motion was passed by a show of hand.

G Gilbert turned the meeting over to D Woodward to update the new election Law Changes that concerned the BCA. She spoke about Section 2, informing the board that the BCA needs to designate a specific area for an outdoor polling place in the case of an emergency. There was talk about having it at the Town Garage. It was suggested that improvements be made to the Town Garage before having it there. It is a liability to the Town having an election there during the winter with the Town trucks going in and out of the facility. It was also suggested using the Town Office. The BCA decided to have the Chair communicate with our Town Manager, Select Board, School Board to come up with the best designated spot for an outdoor polling place. Section 3 allows local election ballots to be mailed by the Town to each voter if approved by the selectboard or we could do it the way we always have by having the voters request an absentee ballot. The School Board would need to address the Select Board if they wanted everyone to receive an absentee ballot and then the Selectboard would make that final decision. This is something that would be costly, requiring extra manpower in a short period of time.

The meeting was recessed at 3:30 p.m. for the Abatement Hearing. It reconvened at 4:30 p.m. with the meeting being turned over to P Fitzgerald.

D Woodward continue with the election changes that concerns the BCA. Section 6 – Tabulator use for in-person early voting in the clerk’s office. G Gilbert made the motion not to allow tabulator use for in-person voting and seconded by S Mitchell. The discussion was not to expose that liability to the town. The motion was passed by all, not to use the tabulator use for in-person early voting in the clerk’s office. Deb informed the BCA of Section 7. The SOS office will be mailing ballots for all voters for the General Election. Section 11 – Provision of a secure ballot boxes. G Gilbert made the motion to request the BCA to install one drop box provided by the SOS and seconded by S Mitchell. The motion was passed by a show of hands. There was discussion for the Town to install 24-hour video surveillance on the drop box. G Gilbert made the motion to give the BCA minutes of this meeting to our Select Board to inform them that the BCA would like to have a 24-hour video surveillance on the drop box at the Town Office. It was seconded by S Mitchell. The motion was passed by the majority. Section 14 – Early Processing of early/absentee ballots. S Mitchell motioned to allow the for this early processing, allowing for early depositing of ballots for 30 days as we did for the General Election and was seconded by J Cleary. The discussion was that it worked well in the past and to used in the future if the Town Clerk felt there was a need to do so. The motion was passed by all. Section 15 – Early voting in the clerk’s office. This is in the same lines as Section 6 that the BCA had decided not to use. The BCA was not in favor of allowing early voters to deposit their ballots directly into the tabulator due to exposing a liability to the Town.

The most recent voters’ checklist was reviewed to determine whether those listed are still qualified to vote, along with address corrections.

A motion was made by P Fitzgerald to adjourn the meeting. B Horr made the motion to adjourn and seconded by S Mitchell with all members in favor. The meeting adjourned at 5:45 p.m.



Susan Mitchell  
Justice of the Peace



Attested on September 13, 2021  
Deborah Woodward  
Town Clerk/Treasurer

# Town of Fairfax



## BOARD OF ABATEMENT MEETING MINUTES September 9, 2021

The duly warned Board of Abatement meeting was held on September 9, 2021. It was called to order by Peter Fitzgerald, Chair, at 3:37 p.m. It was in person and through Zoom, at the Fairfax Town Office, 12 Buck Hollow Road, Fairfax, VT 05454 with Peggy Gilbert, Gary Gilbert, Sue Mitchell, Randy DeVine; Judy Cleary, James McGuinness, Stephen Bessette, Marjorie Ellsworth, Robert Horr, Donna Meunier, Pat McNall, Assessor, Deborah Woodward, Town Clerk/Treasurer, Lynn Parah, Assistant Town Clerk/Treasurer, and Bruce H. Corliss present.

P Fitzgerald went through the Rules of Procedures for this Abatement hearing. This hearing was requested by Bruce H. Corliss. He is the property owner listed on the property tax bill as Bruce H Corliss Trustees, Teresa Corliss, C Blakely, & J Palmer, parcel ID CV0145 at 145 Cherrerville Road, Fairfax, VT 05454. This hearing is for the 2007- FY2021 property tax year on the Non-Homestead Education Property. This request is due to taxes in which there is a mistake of the Listers. The Board of Abatement hearing was withdrawn by Bruce H Corliss after he was informed that there is a deed to that property and was not a mistake of the Listers.

P Fitzgerald made the motion to adjourn with all members in favor. The meeting adjourned at 4:20 p.m.

A handwritten signature in cursive script that reads "Susan Mitchell".

Susan Mitchell  
Justice of the Peace

A handwritten signature in cursive script that reads "Deborah Woodward".

Attested on September 13, 2021  
Deborah Woodward  
Town Clerk/Treasurer