

**CITY OF ESSEX JUNCTION
BOARD OF CIVIL AUTHORITY
REGULAR MEETING
MINUTES OF MEETING
JUNE 5, 2024**

JUSTICE OF THE PEACE/BCA MEMBERS PRESENT IN-PERSON: Kelly Adams, Marcus Certa, Diane Clemens, Dylan Gimabatista, Elaine Haney, Gibson Smith, Carmon Verasamy, Tim Miller, Susan McNamara-Hill

JUSTICE OF THE PEACE/BCA MEMBERS PRESENT REMOTELY: Raj Chawla, Cheri Davis, Pat Murray, Deja Murray, Amber Thibeault

ADMINISTRATION: Dan Brown, Assistant City Clerk (remote)

OTHERS PRESENT: James Collins

1. CALL TO ORDER

Mr. Gimabatista called the meeting to order at 6:07 PM.

2. AGENDA ADDITIONS/ CHANGES

Mr. Gimabatista requested the addition of the approval of the minutes from the December 12, 2023, meeting.

3. APPROVE AGENDA

ELAINE HANEY made a motion, seconded by KELLY ADAMS to approve the amended agenda. Motion passed 14-0.

4. MINUTES APPROVAL

MARCUS CERTA made a motion, seconded by GIBSON SMITH, to approve the minutes of December 12, 2023. Motion passed 14-0.

5. BOARD OF ABATEMENT

a. Review and approve Rules of Procedure

Mr. Gimabatista said that he had worked with staff to review comprehensive procedures for the BCA to follow, which have been reviewed by the City Attorney. He noted that gendered pronouns have been removed. Mr. Murray asked for more clarification about the definition of a situation that would be difficult for the applicant to predict or outside of their control. Mr. Gimabatista said that lawmakers are interested in preventing tax sales but agreed that it seemed broad, and that this observation could be shared with lawmakers. Ms. Haney questioned the definition term "service charges," and Ms. McNamara-Hill will consult with the City Attorney regarding this and other questions on the bill's applicability. Ms. Adams suggested adding an amendment informing applicants that they can bring a translator to the meeting, all were in favor.

KELLY ADAMS made a motion, seconded by MARCUS CERTA, to approve the Rules of Procedure, with language access changes. Motion passed 14-0.

6. BOARD OF CIVIL AUTHORITY

a. Appoint Election workers

Mr. Giambatista thanked all who worked and volunteered in the recent election season. Ms. Clemens, Presiding Officer, said that election workers need to be appointed if BCA members are not able to work during the entire voting period. Mr. Giambatista encouraged all BCA members to volunteer when they can, including with mail-in ballots and after the polls close. The process of adding JOP candidates to

the ballot was discussed. Answering a question from Mr. Certa, Ms. Clemens said that poll workers need to be able to hear and interact with voters. Mr. Chawla questioned hearing as a criterion. The BCA discussed the education of the community and election workers regarding voting procedures. Language access for voting and access to hand-delivered ballots was discussed.

The following people were proposed to be added as election workers:

- Marie Daneau
- Constance Dufour
- Mike Ewan
- Diana Hamilton
- Brian Sheldon
- Connie Snyder
- Mike Sullivan
- Timothy Trembley
- Sarah Webb

PATRICK MURRAY made a motion, seconded by KELLY ADAMS, to appoint the election workers as listed by the Clerk. Motion passed 14-0.

b. Other Business

Ms. Clemens discussed the flow of traffic at the fairgrounds during the November elections.

7. BOARD OF ABATEMENT

b. Request for Abatement:

• James & Kathleen Collins, 121 Iroquois Avenue

This application was heard first since the applicant was present. Mr. Giambatista swore Mr. Collins in by reading him an oath. Mr. Giambatista explained the criteria in which the Board makes their decisions, and recent changes. Mr. Collins said that he paid his taxes on the due date, however his account was compromised and his account depleted. This resulted in his tax check bouncing, and he provided documentation of such. Mr. Murray asked if Mr. Collins has since paid his taxes. Mr. Collins answered affirmatively. Mr. Collins is seeking to have the returned check fee and interest abated.

a. Request for Abatement:

• Naresh Basel, 135 Main Street

Not discussed, as the applicant was not in attendance.

c. Adjourn to Deliberative Session

8. ADJOURNMENT

The meeting was adjourned.

Respectfully Submitted,
Darby Mayville
Recording Secretary