



**Board of Civil Authority**  
**Thursday, February 2, 2023**  
**6:00 p.m.**  
**Community Room (43 Bombardier Road)**

**Agenda**

1. Call to order
2. Flag Salute
3. Swear in Justices of the Peace
  - a. Elect a Chair, Vice-Chair and Charter Compliance Committee members (5)
4. Public Forum *(Limited to 5 minutes per person. All participants must clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed).)*
5. Approve prior meeting minutes:
  - a. Minutes from October 13, 2022
6. Review reference materials regarding the duties of Justice of the Peace, Board of Civil Authority, Board of Abatement, election workers and wedding officiants
  - a. Do you want an asterisk next to your name on the list of JPs indicating that you will conduct marriages?
  - b. Complete annual payroll paperwork
7. Discuss BCA meeting dates throughout the year:
  - a. Tax Assessment Appeals ~ end of June
  - b. Bi-annual Checklist Review ~ June through August
  - c. Board of Abatement meetings – upon request
8. Prepare for the upcoming Annual Town Meeting Day election (March 7, 2023)
  - a. Circulate sign-up sheet to work at the election.
  - b. Town Clerk will present a list of changes to the voter checklist.
  - c. Approve the list of registered voters, from which the Town Clerk will hire election workers for the Town Meeting Day election.
  - d. Allow election officials to deposit early voter absentee ballots into the tabulator preceding the Town Meeting Day election, in accordance with the provisions of 17 VSA §4564a, on Friday, March 3, 2023.
9. Other business
10. Adjourn

*Filed in the Town Clerk's Office. Posted in the Municipal Building lobby, Kinney drugs, Middle Road Market (Raj's Liquor and Beverage), Rene's Discount Beverage and on the town's website, [www.miltonvt.gov](http://www.miltonvt.gov).*

*Kristin Beers, Town Clerk*