

**Meeting of the Waterbury Board of Civil Authority  
Tuesday February 7, 2023  
Steele Community Room, 28 North Main Street**

**Attendees:** B. Butler, M. Howes, B. King, L. Schlegel, A. McKay, G. Dillon, K. Petrovic

**Attending by Zoom:** J. Bauer

The meeting was called to order by L. Schlegel at 7:00

**Approve Agenda**

The agenda was approved as written

**Public**

No public comment

**Introductions**

Everyone in attendance took a moment to introduce themselves

**Administer Oath**

K. Petrovic read the Vermont Oath of Allegiance aloud and had everyone in attendance sign.

**Elect Chair and Vice Chair**

**J. Bauer nominated L. Schlegel as Chair of the BCA, the nomination was seconded by B. Butler and accepted by Schlegel. A vote was held and passed unanimously.**

**L. Schlegel nominated J. Bauer as Vice Chair of the BCA, the nomination was seconded by A. McKay and accepted by Bauer. A vote was held and passed unanimously.**

**Review and Approve Board of Civil Authority Rules of Procedure**

The Rules were distributed to all in the room to review. L. Schlegel spoke to the importance of Property Tax Appeals. **J. Bauer moved to adopt the Rules of Procedure. B. King seconded the motion, a vote was held and passed unanimously.**

**Discuss Town Meeting Responsibilities, Review Poll Worker Schedule, and Comingling**

L. Schlegel spoke of the details surrounding Town Meeting Day such as set up and break down, check in and voter registrations. The comingling of School District ballots was also discussed so new members would have a sense of the responsibilities. Members will be receiving an email from Schlegel with signups for duties and time slots.

**JP Duties**

**Abatements**

L. Schlegel and K. Petrovic gave details about how property tax values are calculated and how taxpayers have the right to appeal. There is a known reappraisal in the future in Waterbury and the BOA will be called upon to assist with some appeals. The Rules of Procedure deal with a lot of the necessary rules of the process.

**Weddings**

M. Howes spoke about the weddings she has performed as a Justice of the Peace. L. Schlegel has

a Google Form ready to circulate to have on hand at the Municipal Office for those that are looking for an officiant.

**Notary**

Individual Justice of the Peace can become notaries if they wish through the Office of Professional Development. L. Schlegel will send an email with instructions how to do this. There is an online course and you must pay \$22 for the continuing ed class as well as purchase your own notary stamp.

**J. Bauer made a motion to adjourn seconded by M. Howes. A vote was held and passed unanimously.** There being no further business the meeting was adjourned at 8:10pm.