**Board of Civil Authority Organizational Meeting**

**Monday, May 8th, 2023 at 5:45 p.m.**

**Present:** Mike Ripley, Doris Eddy (Co-Chairs), Rolf vanSchaik, Stephen Plunkard, George Timko, Shannon Devereux, Bob Glidden, Maureen Savage, Christopher Saylor, Diane McNamara

1. **Open Meeting**

Mike Ripley opened the meeting at 5:47 p.m.

1. **Administer Oaths of Office**

Diane McNamara explained that she thought this needed to be done at the annual organizational meeting but realized it was not necessary to administer Oaths of Office until the first Board of Civil Authority Appeal Hearing.

1. **Elect Co-Chairs of BCA**

***Doris Eddy motioned to nominate Mike Ripley as Co-Chairperson/Bob Glidden seconded the nomination. All voted in favor.***

***Rolf vanSchaik motioned to nominate Doris Eddy as Co-Chairperson/Maureen Savage seconded the motion. All voted in favor.***

1. **Review Rules of Procedure for BA Hearings**

Diane referenced the Town of Cavendish Board of Civil Authority Rules of Procedure for Property Tax Assessment Appeal Hearings and had copies available for board members. Diane then reviewed a possible timeline of the appeal process for the board members. (see attached).

1. **Other Business**

Mike Ripley, Co-Chairperson, asked the members if there was any other business and there was not.

1. **Adjourn**

***George Timko moved/Bob Glidden seconded a motion to adjourn the meeting at 5:57 p.m. All voted in favor.***

Respectfully submitted,

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Diane M. McNamara

Clerk, Board of Civil Authority

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BCA Chairperson Date