

**Town of Westfield
Board of Civil Authority Minutes
September 9, 2019 – 7 p.m. – Town Offices**

BCA Members Present: Jacques Couture (BCA Chair & Selectboard); Yves Daigle (Selectboard); Anne Lazor (Selectboard & JP); Mike Piper (JP); Yvan LaPlume (JP); Joyce Crawford (JP); and LaDonna Dunn (Town Clerk)

1. Call the Meeting to Order: Chair Couture called the meeting to order at 6:55 p.m.

2. Additions/Changes to the Agenda: No changes were made.

3. Approve Minutes of the 8/28/17 Meeting: Following a motion by Anne Lazor and second by Joyce Crawford, the minutes were approved unanimously with no changes.

4. Organizational Meeting:

A. Elect a Chair and Vice Chair: There was a motion by Anne Lazor to nominate Jacques Couture as the Chair of the BCA. There were no other nominations. The motion passed unanimously. There was a motion made by Mike Piper to nominate Pat Sagui as Vice Chair of the BCA. There were no other nominations. The motion passed unanimously.

B. Review and Re-adopt Tax Grievance Hearing Policy and Code of Conduct: After reviewing the document there was a motion by Mike Piper and a second by Anne Lazor to re-adopt the Tax Grievance Hearing Policy and Code of Conduct with no changes. The motion passed unanimously.

5. Election Business:

A. Review Current Voter Checklist and Authorize Challenge Letters to be sent: After reviewing the voter checklist there was a motion by Mike Piper and second by Anne Lazor to send challenge letters to the people who the BCA believe no longer live in Westfield. The motion passed unanimously.

The Clerk will send challenge letters to the following individuals:

Franck Aton; Heidi Marie Bailey; Nicholas A. Barletta; Thomas J. Boyce; Harry Brewin; Lynette Brewin; Meagan R. Caron; Hans Cramer; Laura A. Cramer; Michelle J. Crytzer; Barbara E. Cusson; Deborah Ann Davis; Francis Delamaza; Michael N. Dube; Stacey P. Dykeman; Frances G. Elliott; John E. Elliott; Ellen M. Fox; Karen Gallop; Terry Hutchins-Pierce; Karen Kirkland; Dennis John Liddy, Joan M. Liddy; Bradford McClelland; Hilary E. Norcross; Mollie Y. Norcross; Scott Jason Pasfield; Rachael A. Pechie; Roy E. Pierce; Lisa S. Potter; Chad D. Prue; Victoria R. Prue; Gail Reed; Judith S. Rendall; Monica Scalph; Sr. Agnes Valderrama; and Frank M. Villegas

A duplicate record for Denis Fournier will be removed. The Clerk will investigate to see if Ronald Goff has voted recently or if he has a homestead declaration in place. If not he will be added to the challenge list.

In the future, the Clerk will mail challenge letters to those individuals she knows have moved out of the area following the sale of a home.

6. Other Business of the Board: No other business was discussed.

7. Motion to Adjourn: Following a motion by Anne Lazor and second by Mike Piper all were in agreement to adjourn the meeting at 7:27 p.m.

Westfield Board of Civil Authority Approval:

Date: _____ **with** _____ **changes**

Jacques Couture, BCA Chair, Selectboard

Joyce Crawford, JP

Yves Daigle, Selectboard

LaDonna Dunn, Clerk of the Board

Anne Lazor, Selectboard & JP

Yvan LaPlume, JP

Mike Piper, JP

Pat Sagui, JP