

**Town of Westfield
Board of Civil Authority Minutes
June 1, 2015 – 6 p.m. – Town Offices**

Present were:

Selectboard: Yves Daigle, Richard Degre and Jacques Couture

Justice of the Peace: Yvan LaPlume, Anne Lazor, Pat Sagui; Mike Piper and Joyce Crawford

Town Clerk: LaDonna Dunn

1. Call the meeting to order: Town Clerk LaDonna Dunn called the meeting to order at 6:10 p.m.

2. Changes to the Agenda: There were no changes to the agenda.

3. Organizational:

A. Select a Chair & Vice-Chair: Motion by Yves Daigle and seconded by Joyce Crawford to elect Jacques Couture as Chair and Pat Sagui as Vice-Chair. Motion passed unanimously. Newly elected Jacques Couture chaired the remainder of the meeting.

4. Election Procedures:

A. Review current Voter Checklist for possible challenge letters: The BCA reviewed the voter checklist and added additional names to the list that will receive challenge letters. The Town Clerk will send the challenge letters.

B. Authorize Town Clerk to Batch Purge voters challenged on 7-9-2011: Aron Brophy, Jeffrey Charette, Michelle Dion and Heather Haley were sent challenge letters on 7-9-11 and did not respond. Motion by Mike Piper and seconded by Joyce Crawford to batch purge these four people from the voter checklist. Motion passed unanimously.

C. Authorize Town Clerk to send challenge letters as necessary: Motion by Yves Daigle and seconded by Joyce Crawford to authorize the Town Clerk to send challenge letters as necessary. Motion passed unanimously.

D. Discuss changing polling hours from 10 a.m. – 7 p.m. to 9 a.m. – 7 p.m.: LaDonna explained that there are a few people that arrive at every election around 9 a.m. to vote and are frustrated because the polls don't open until 10 a.m. She asked the Board to consider opening an hour earlier. Motion by Richard Degre and seconded by Anne Lazor to change the polling hours to 9 a.m. to 7 p.m. for all elections. Motion passed unanimously.

5. Review and approve Tax Grievance Hearing Policy and Code of Conduct for possible 2015 Lister Grievance Appeals: LaDonna presented a draft copy of a policy for the Board to consider. The BCA reviewed the document and approved the concept. The Clerk will make the recommended revisions based on the discussion at the meeting. A new draft will be sent to the BCA via email for an email vote.

6. Conduct any other business of the Board: There was no other business.

7. Adjourn: Motion by Joyce Crawford and seconded by Richard Degre to adjourn at 7:07 p.m.