

WESTFIELD BOARD OF CIVIL AUTHORITY

Agenda

July 20th, 2025 @ 4:30 p.m.

Westfield Town Office, 38 School Street

<https://us06web.zoom.us/j/2250879875?pwd=UjB5ZlpodkJEeEVlL3RYSTdTeWdDdz09&omn=81687201640>
Meeting ID: 225 087 9875 Passcode: 169484 Join By Phone: +1 646 558 8656 US (New York)

1. Call Meeting to Order:
2. Public Comment – 5 Minutes:
3. Additions and/or Deletions to the Agenda:
4. Approve Minutes of the August 27th, 2025, Board of Civil Authority Meeting: *(emailed in advance)*
5. Organizational Meeting:
 - a. Elect Chair (Previously Jacques Couture) and Vice Chair (Previously Karen Blais):
 - b. Confirm Election Hours and Polling Location (Westfield Community Center, 9AM to 7PM):
6. Review Changes to Voter Checklist Since Last Election (Town Meeting 2026): *(emailed in advance)*
7. Reminder Regarding Tabulator Use at This Election:
8. Authorize the Town Office to Send Challenge Letters Throughout the Year Based off Property Transfer Tax Returns:
9. Appoint Alternate Presiding Officer for Elections, Valid for One Year:
10. Appoint All Registered Voters Designated by the Town Clerk to be Election Officials, Valid for One Year:
11. Discuss/Approve Sending 'Stipulation Regarding Appeal to Board of Civil Authority' to Comcast – Danny Young & Shelley Martin, Listers:
12. Other Business:
13. Adjourn:

Minutes from this meeting will be posted on the Town's website, <https://westfield.vt.gov/>. The audio recording will be posted on the Town's Youtube page at <https://www.youtube.com/@TownofWestfieldVT>. Minutes and audio recordings will be posted within 5 days following the meeting.

WESTFIELD BOARD OF CIVIL AUTHORITY

Minutes

July 20th, 2026 – 4:30 p.m.

Westfield Town Office, 38 School Street

Meeting Recordings Available to View at <https://www.youtube.com/@TownofWestfieldVT>

Board of Civil Authority Members Present: Jacques Couture, Chair; Karen Blais, Vice-Chair; Dennis Vincent; Richard Degre; Niki Dunn; Mike Piper; Pat Sagui

Others Present: Danny Young, Lister; Shelley Martin, Lister; Lisa Deslandes, Treasurer

1. **Call Meeting to Order:** Jacques Couture called the meeting to order at 4:30PM.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** None
4. **Approve Minutes of the August 27th, 2025, Board of Civil Authority Meeting: (emailed in advance)** Pat Sagui motioned to approve the minutes of the August 27th, 2025, Board of Civil Authority meeting, Mike Piper seconded. Motion passed.
5. **Organizational Meeting:**
 - a. **Elect Chair (Previously Jacques Couture) and Vice Chair (Previously Karen Blais):** Pat Sagui motioned to elect Jacques Couture as Chair, Karen Blais seconded. Motion passed. Mike Piper motioned to elect Karen Blais as Vice-Chair, Dennis Vincent seconded. Motion passed.
 - b. **Confirm Election Hours and Polling Location (Westfield Community Center, 9AM to 7PM):** Dennis Vincent motioned to approve the polling location and hours as noted above, Mike Piper seconded. Motion passed.
6. **Review Changes to Voter Checklist Since Last Election (Town Meeting 2026): (emailed in advance)** Board reviewed.
7. **Reminder Regarding Tabulator Use at This Election:** Niki reminded the rest of the board that the August Primary will be the first election where the vote tabulator will be used.
8. **Authorize the Town Office to Send Challenge Letters Throughout the Year Based off Property Transfer Tax Returns:** Richard Degre motioned to authorize the Town Office to send challenge letters throughout the year based off property transfer tax returns, Mike Piper seconded. Motion passed.
9. **Appoint Alternate Presiding Officer for Elections, Valid for One Year:** The Town Clerk is the Presiding Officer for elections by default, but if they cannot make it for some reason an alternate needs to be appointed. Pat Sagui motioned to appoint LaDonna Dunn as the Alternate Presiding Officer, valid for one year, Dennis Vincent seconded. Motion passed.
10. **Appoint All Registered Voters Designated by the Town Clerk to be Election Officials, Valid for One Year:** Niki explained that this allows anyone who is a registered voter to work as an election official, rather than having her get a list together and having the board approve only certain people to work an election. This allows for more flexibility if needed. Mike Piper motioned to appoint all registered voters designated by the Town Clerk to be election officials, valid for one year, Dennis Vincent seconded. Motion passed.
11. **Discuss/Approve Sending 'Stipulation Regarding Appeal to Board of Civil Authority' to Comcast – Danny Young & Shelley Martin, Listers:** Danny Young explained the new process where the state sets the assessed value for telecommunications in each municipality. Comcast has grieved their assessed value in Westfield and appealed the listers' decision. To avoid holding a BCA hearing, Property Valuation and Review (PVR) created a stipulation to be signed between the Town and Comcast allowing Comcast to appeal directly to PVR or the Superior Court. Danny felt that the stipulation should be sent to Comcast but that the BCA should also set a date for a hearing in case Comcast does not sign the stipulation. A letter would be sent with the stipulation to Comcast letting them know when the hearing would be held if they don't

agree to sign the stipulation. Mike Piper motioned to send the stipulation along with a letter on behalf of the Board of Civil Authority, via mail and email, to Comcast, Karen Blais seconded. Motion passed. A hearing date will be set and sent along with the letter.

12. Other Business: None

13. Adjourn: Dennis Vincent motioned to adjourn at 4:56PM, Mike Piper seconded. Motion passed.

X

Jacques Couture
Board of Civil Authority Chair

X

Karen Blais
Board of Civil Authority Vice-Chair

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