

BOARD OF CIVIL AUTHORITY MEETING

Held on August 18th, 2026
Council Chambers, City Hall
Barre, Vermont

The Board of Civil Authority (BCA) meeting was called to order by BCA Chair Carol Dawes at 5:00 p.m. in Council Chambers of City Hall, Barre, Vermont. Board Members present: Sonya Spaulding (Councilor/JP), Sharon Toborg (JP), Peter Anthony (JP), Amanda Gustin (JP/Councilor)(remote), E. John LePage (JP), Assessors - Larry Martin (remote) & Carly Martin.

Motion to approve the minutes was moved by Sonya Spaulding (JP/Councilor), seconded by Sharon Toborg (JP)

1. Review and ratify 2/6/2026 & 05/07/2026 meeting minutes

Motion to approve the minutes was moved by Sonya Spaulding (JP/Councilor), seconded by Sharon Toborg (JP)

2. Approve the minutes of the August 6, 2026, meeting

Motion to approve the minutes was moved by Sonya Spaulding (JP/Councilor), seconded by Sharon Toborg (JP)

3. Review Assessment grievance requests, policies etc.

During the review process, Sonya Spaulding recommended including language on the “Informational Handout Sheet” and “Rules of Procedure” regarding the appellants responsibility to submit case supporting documentation prior to hearings in advance of their hearing so BCA members would have the opportunity to review the information, suggesting that electronic versions could be distributed more easily to all members through email. Thus avoiding the load of paperwork that may be brought on the spot with no ability to review.

Peter Anthony inquired about having a set deadline for submitting documents during each appellants case review. And, he wanted to clarify

The “Information Sheet” would need to be updated with current BCA members.

The Rules of Procedure would be revised with current electronic options.

4. Schedule hearing dates (2 week intervals).

Setting a schedule was postponed until the attending members had a good idea of how many committee members would be available for hearings throughout the next few months. Once a participation count has been determined, scheduling meetings would then continue.

To be approved at next BCA Meeting

5. Recess hearing to hearing date

Motion to recess was moved by (JP/Councilor) Sonya Spaulding and seconded by (JP) Peter Anthony.

Chair Carol Dawes called recessed at 6:35pm

Respectfully submitted,

Cheryl A. Metivier, Clerk of the Board

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