

Minutes of the Brandon Board of Civil Authority

February 6, 2025; 7 PM

Brandon Town Hall Basement Meeting room, 1 Conant Square, Brandon,

Present: Bill Moore, Sally Cook, Del Cook, Doug Bailey, Patricia Welch, Hillary Knapp, John Peterson, Laura Peterson, Bud Coolidge, Brian Coolidge Wendy Rowe-Feldman, Kathy Clark and Town Clerk, Susan Gage

Clerk Susan Gage opened the meeting at 7:00 pm and welcomed new Board of Civil Authority(BCA) members Sally and Del Cook. Ms. Gage also acknowledged new member Todd Nielson. Ms Gage then made a motion to elect Patricia Welch as chair of the Brandon BCA, seconded by Del Cook. The motion was approved unanimously.

Chair Patricia Welch then took over management of the meeting. Ms. Gage moved that Wendy Rowe-Feldman be elected as Vice-chair of the BCA, seconded by John Peterson. Again the motion was approved unanimously.

Chair Welch asked the board members to look over the policies and procedures that were included in the packet for review. Ms. Gage suggested we add the new Open Meeting Law requirements of recording meetings and providing zoom access to the meeting procedures for the BCA and for the Board of Abatement. Bill Moore moved that the policies and procedures be adopted with the changes suggested. The motion was seconded by Laura Peterson and approved unanimously.

Chair Welch then moved on to Town Meeting Overview and Ms. Gage made a motion to designate the Brandon American Legion as the polling place, that polling occurs between the hours of 7 am and 7 pm, that we continue use of the ballot drop box and that we process early ballots when it is deemed necessary. The motion was seconded by Del Cook, and approved unanimously.

Clerk Susan Gage then passed around the Town Meeting schedule and asked BCA members to sign up for working the polls.

While the signup sheets were circulating, Chair Welch moved on to discuss the Ethics Training. Ms. Gage mentioned the ethics board and ethics training are new laws that extend to the Board of Civil Authority and Board of Abatement. All members must take the online training. As of the date of the meeting, only Bud Coolidge, Wendy Rowe-Feldman, Bill Moore and Todd Nielsen need to complete the training. The other members have completed it.

Bill Moore moved to adjourn, seconded by Sue Gage. Meeting was adjourned at 7:23 pm.

Respectfully submitted,

Susan Gage, Clerk