

**CITY OF ESSEX JUNCTION
BOARD of CIVIL AUTHORITY
MEETING as BOARD of ABATEMENT
REGULAR MEETING
DRAFT MINUTES OF MEETING
FEBRUARY 2, 2026**

BCA MEMBERS PRESENT: Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Kelly Adams, Katie Ballard (remote), Marcus Certa (remote), Raj Chawla (remote), Diane Clemens, Cheri Davis (remote), Susan McNamara-Hill (Clerk), Catherine Shearer, Brian Sheldon (remote), Gibson Smith, Amber Thibeault (remote), Carmon Verasamy
MEMBERS OF THE PUBLIC PRESENT: Paula LeBlanc

1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:01 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

JORDAN VERASAMY made a motion, seconded by CATHY SHEARER, to approve the agenda. Motion passed 12-0.

Mr. Giambatista said that Sandra Chittenden has resigned from the Board of Abatement/Board of Civil Authority. Cathy Shearer was nominated and selected by the governor for appointment.

4. APPROVE MINUTES of PREVIOUS MEETINGS

a. November 3, 2025

CARMON VERASAMY made a motion, seconded by JORDAN VERASAMY, to approve the meeting minutes of November 3, 2025. Motion passed 12-0.

5. APPLICATION for ABATEMENT

a. Paula J. LeBlanc, 6 Orchard Terrace. Request to abate penalty and interest.

Ms. Giambatista explained the process of the hearing and rules of procedure to Ms. LeBlanc, the applicant. He read the oath to Ms. LeBlanc and swore her in. Mr. Giambatista requested any conflicts of interest. Ms. Thibeault said that she has a professional relationship with Ms. LeBlanc, however she does not believe that this represents a conflict.

Ms. LeBlanc said that that she is requesting abatement due to an error on the part of the City. She said that a revised tax bill was issued on September 3rd, and due on September 15th. She was given twelve days to pay the bill, rather than the statutory thirty days. She noted that the original bill was paid on time. Ms. LeBlanc said that the homestead declaration was also filed on time. Her personal income taxes were on extension until October but were filed in August. There was an error in the taxes which incorrectly stated that her property was only occupied 50% of the time. As soon as she discovered the issue her accountant corrected the issue. The state does not send updated bills to towns unless they are asked to do so. In December, Ms. LeBlanc was informed

that her bill had been reduced, however the penalties and interest were still included. She said that her bill was effectively paid in full in September. Ms. LeBlanc said that she has paid her taxes on time for over twenty years.

6. DELIBRATIVE SESSION

KELLY ADAMS made a motion, seconded by JORDAN VERASAMY, to enter into Executive Session. Motion passed 12-0.

The Board of Civil Authority exited Deliberative Session. Upon exiting Executive Session, Mr. Giambatista said that there was a prompt about an AI Companion, and that he would prefer that there was no AI record keeping during Executive Session.

7. ADJOURNMENT

JORDAN VERASAMY made a motion, seconded by KELLY ADAMS, to adjourn the meeting. Motion passed 12-0. Meeting adjourned at 6:32 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

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BCA MEMBERS PRESENT: Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Kelly Adams, Katie Ballard (remote), Marcus Certa (remote), Raj Chawla (remote), Diane Clemens, Cheri Davis (remote), Susan McNamara-Hill (Clerk), Catherine Shearer, Brian Shelden (remote), Gibson Smith, Amber Thibeault (remote), Carmon Verasamy
MEMBERS OF THE PUBLIC PRESENT: None

1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:33 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

KELLY ADAMS made a motion, seconded by JORDAN VERASAMY, to approve the agenda. Motion passed 12-0.

4. APPROVE MINUTES of PREVIOUS MEETINGS

a. November 3, 2025

JORDAN VERASAMY made a motion, seconded by DIANE CLEMENS, to approve the meeting minutes of November 3, 2025. Motion passed 12-0.

5. APPROVE ELECTION WORKERS

Ms. McNamara-Hill said that the Board of Civil Authority (BCA) needs to approve all election workers. Patrick Murray is the only new election worker. Ms. Clemens noted that several past election workers have moved, retired or are recently deceased. Ms. McNamara-Hill said that she will send an e-mail this week to election workers regarding signups.

KELLY ADAMS made a motion, seconded by JORDAN VERASAMY, to appoint Patrick Murray as an election official. Motion passed 12-0.

6. DISCUSS UPCOMING ANNUAL ELECTION

Mr. Giambatista said that elections will be held in April, August and November of 2026. Ms. McNamara-Hill said that some new elections laws have been put in place, and she will correspond with the Secretary of State's office for clarification. The municipal ballot for April will likely be two-sided and voting will be at the Champlain Valley Expo. April ballots will be mailed by request and it is likely that the August election will be the same. Ms. Adams said that it is important to know the variables for each election so that election workers can have as much clarity as possible. Mr. Giambatista said that it would be helpful to meet prior to the April election and said that a sub-group of the Board of Civil Authority can meet in late spring/early summer to discuss planning for the other elections. Ms. Clemens said that she believes that the BCA should notify the public that they need to request an absentee ballot if they wish to vote in this manner. Ms. McNamara-Hill said that a postcard will be going out shortly. Mr. Giambatista suggested that the BCA submit a letter to the editor stating this information. Ms. Adams said that it would be helpful to clarify that the November election will have universal mailing, but that this is not the case for the August and April elections. The status of universal voting in the case of a revote was

discussed. Mr. Giambatista will draft a letter to the editor, to be reviewed by the BCA, to be sent out later this month.

Ms. McNamara-Hill said that ballots for the April elections will not be available any earlier than twenty days prior. Ms. Adams said that she is deeply concerned about the mail issue, as she is only getting mail once per week. She said that she is willing to drive ballots to voters if necessary. Ms. Clemens said that she and the Assistant Clerk went to Whitcomb Woods to register residents and assist them in voting. Ms. McNamara-Hill will check with surrounding communities to see how other towns are handling this issue. Answering a question from Mr. Sheldon, Ms. McNamara-Hill said that it is preferred to have Justices of the Peace from two separate parties deliver ballots, however she is unsure if this is required in a non-partisan election. Ms. McNamara-Hill requested sign-ups for election shifts in April. Ms. Carmon Verasamy explained the ballot comingling process in school elections.

Mr. Giambatista said that he will be on vacation for the meeting on March 2nd but could preside remotely. Ms. McNamara-Hill said that training regarding the reappraisal process will be held in late spring/early summer. The reappraisal process will be discussed in further detail at the next meeting, which the BCA decided to hold on March 9th, 2026.

7. OTHER BUSINESS

None.

8. ADJOURNMENT

KELLY ADAMS made a motion, seconded by JORDAN VERASAMY, to adjourn the meeting. Motion passed 12-0. Meeting adjourned at 7:22 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary