

TOWN OF UNDERHILL
BOARD OF CIVIL AUTHORITY
Underhill Town Hall
December 13, 2017, 6:00 p.m.

Present: Pat Sabalis, Peter Geiss, Gael Boardman, Bill Frank, Jo McClellan, Pam Shover, Joe O'Brien, Jim Beebe Woodard, Sherri Morin, Linda Almy.

6:00 p.m. Called to order, adjustments to agenda. Meeting called to Order by Pat Sabalis.

6:05 p.m. Public Comment Period. None.

6:05 p.m. Review and Adoption of Rules of Procedure. For a final review, Pat Sabalis distributes the Rules of Procedure. The Board discuss choosing either "unanimous" or "majority" throughout the document, and the majority is chosen. It was replaced in sections C 10, D 3, F 2. The Board also agreed to add Front Porch Forum to section E 2 as a place to post notices.

A discussion ensued on Roberts Rules and its existence. Rules of Procedure did not exist until these writings. Peter Geiss made a motion to approve the Rules of Procedure with the minor changes stated above. John Connell second the motion, the Board unanimously agreed.

6:15 p.m. Review of Minutes. The minutes of September 13, 2017 were approved as written. A motion made by Bill Frank to accept the minute as written was seconded by Peter Geiss, the Board unanimously agreed.

6:20 p.m. Adjourned. Peter Geiss moves for adjournment, the Board unanimously agrees.

Respectfully submitted by, Sherri Morin, Town Clerk

Read and Approved as submitted/amended.

Pat Sabalis, Chair

Date