

**Town of Danville Board of Civil Authority
Monday, February 18, 2025- 6:30 P.M.
Danville Town Hall- 36 US Route 2W**

**The Danville Board of Civil Authority met on Tuesday, February 16, 2025
at 6:30 P.M. at the Town Hall.**

The members present were Matthew Choate, Jan Ouellette, Eric Bach, Bruce Melendy, Virginia Incerpi, Barb Hawley, Glenn Herrin, Alison Low, Michelle Leclerc and Libby Hillhouse by Teams. Also attended was Assistant Town Clerk, Sharon Daniell.

Minutes

1. Elect Chairperson of the BCA – Barbara Hawley nominated Matthew Choate. A vote was called for and voted in the affirmative.
2. Elect Vice-Chairperson of the BCA – Virginia Incerpi nominated Bruce Melendy. A vote was called for and voted in the affirmative.
3. Approve the minutes of the BCA meeting dated October 22, 2024. – Eric Bach accepts the minutes as accurately reflecting on the agenda of the meeting of October 22, 2024, seconded by Virginia Incerpi and it was voted in the affirmative.
4. Appoint a Presiding Officer for Town Meeting – Eric Bach nominated Michelle Leclerc, seconded by Barbara Hawley and it was voted in the affirmative.
5. Appoint an alternative Presiding Officer for Town Meeting – Virginia Incerpi nominated Sharon Daniell, seconded by Bruce Melendy and it was voted in the affirmative.
6. Appoint Justices for delivery of ballots (if requested). – Bruce Melendy and Matthew Choate volunteered.
7. Appoint Election Officials – Rita Kitchel, Kelly Sinclair and Sharon Sprague were appointed.
8. Designate a polling place for the annual Town and School District meeting – The Danville School Gym was designated.
9. Work Schedule for Town Meeting – Schedule was finalized.
10. To transact any other business that may legally come before the meeting – Michelle Leclerc informed the BCA that the set up for Town Meeting might be on Tuesday morning due to basketball practice. Bruce Melendy said he would be able to help, and others agreed. Michelle Leclerc will send an email when she knows the time of setting up.

Meeting adjourned at 6:45 pm.

Respectfully submitted,
Michelle Leclerc, Town Clerk