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**MEMO**

**TO:** Board of Civil Authority, Town Agent

**FROM:** Flo-Ann Dango, Town Clerk

**DATE:** April 5, 2023 – meeting date 4/25/2023

**SUBJECT:** Re-organizational Meeting  
Biennial Purge Meeting

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Please meet at Martin Memorial Hall, 5259 Route 5, Ascutney, on Tuesday, April 25, 2023, at 6:30 PM to act on the following:

1. Elect a chair
2. Elect a vice chair
3. Elect a secretary for the BCA meetings as well as for Tax Appeals, etc.
4. Biennial Purge of the Check List/ Challenge voters who have moved, died, etc.  
New JP's check your guide pages 11&12
5. Review "Conduct of Meetings & Hearings" enclosed
6. Discuss opening times for future elections
7. Anything else thought proper to discuss at this time
8. Adjourn

PLEASE NOTE: If you are unable to make this meeting, please let Mike or myself know. Thank you.