

**BOARD OF CIVIL AUTHORITY  
(Justice of the Peace)  
ORGANIZATIONAL & ORIENTATION MEETING**

**Monday, January 30, 2023, at 5:30pm  
Hartford Town Hall, Room 2  
171 Bridge St., White River Jct., VT 05001**

**AGENDA**

1. Welcome and Introductions
2. Verify Oaths of Office Received
3. Elect Officers
4. JP Roles and Responsibilities
  - Meetings & Open Meeting Law
  - Elections & Upcoming Town/School District Meeting
  - Abatement Hearing Process & Dates
  - Biennial Checklist Review Process & Timeline
  - Property Tax Appeal Process & Timeline
5. Optional Responsibilities
  - Marriages
  - Notary Services
  - Administering Oaths
6. Other