

**TOWN OF SHELBURNE  
BOARD OF CIVIL AUTHORITY  
MINUTES OF MEETING  
February 8, 2016**

**APPROVED – August 1, 2016**

**MEMBERS PRESENT:** Tom Little (Chairman); Laura Gannon-Murakami, Dennis Bowen, Carrol “Bud” Ockert, Marsett Ockert, George Schiavone, Gary von Stange, Peter Gadue, Rebecca Moore, Lee Suskin, Jennifer Leopold, Colleen Parker, Nancy Baker.

**ADMINISTRATION:** Colleen Haag, Town Clerk; Peter Frankenburg, CFO.

**OTHERS PRESENT:** None.

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**1. CALL TO ORDER**

Chairman Tom Little called the meeting to order at 7:03 PM.

**2. PUBLIC COMMENT**

None.

**3. REVIEW/APPROVE MINUTES**

*October 5, 2015*

**MOTION by Pete Gadue, SECOND by Dennis Bowen, to approve the minutes of October 5, 2015 as written. VOTING: unanimous; motion carried.**

**4. APPROVE BALLOT CLERKS FOR TOWN MEETING & PRESIDENTIAL PRIMARY**

Colleen Haag noted there are two check-ins for two checklists in 2016, one for town meeting and one for the primary. The spreadsheet showing ballot clerk assignments was reviewed.

**MOTION by Colleen Haag, SECOND by Peter Gadue, to approve the list of ballot clerks for the 2016 Town Meeting and the Presidential Primary.**

**DISCUSSION: There was mention of posting information and the request for more ballot clerks on the website.**

**VOTING: unanimous; motion carried.**

**5. DISCUSS PROCEDURE FOR TALLYING WRITE-IN VOTES**

Colleen Haag said volunteers are needed to tally write-in votes (10 to 12 people are needed for the process to work well). Ideas to streamline the process are welcomed.

Dennis Bowen suggested the tallying process be in writing, especially how to handle exceptions. The recording sheets could be redone so it is obvious what to record and how.

**6. DISCUSS CVU BALLOT & MACHINE TALLYING AT HIGH SCHOOL**

Pete Gadue and Lee Suskin volunteered to help with the CVU ballot and machine tallying.

**7. OTHER BUSINESS***Help with Individual Votes*

Nancy Baker and Marsett Ockert volunteered to assist Susan Aichroth who requested help in casting her vote before February 16, 2016.

*Training on Voting Machines*

Training on voting machines will be held at the Town Clerk's Office in North Ferrisburg on February 11, 2016 from 2:30 PM to 4:30 PM. Pete Gadue and Bud Ockert will attend.

**8. ADJOURNMENT**

**MOTION by Bud Ockert, SECOND by Pete Gadue, to adjourn the meeting.**

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 7:15 PM.

*RScty: MERiordan*