



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5376 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer  
(802) 985-5116

Town Manager  
(802) 985-5111

Zoning & Planning  
(802) 985-5118

Assessor  
(802) 985-5115

Recreation  
(802) 985-5110

FAX Number  
(802) 985-9550

**BOARD OF CIVIL AUTHORITY MEETING  
MONDAY, FEBRUARY 5, 2024  
TOWN OFFICES  
Meeting Room 1 and Zoom  
Immediately following the Board of Abatement Meeting**

Topic: Board of Civil Authority

Time: Feb 5, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/7564380144?pwd=UmlNUVZGNcUWUEFDMHIMSTFnL21yQT09&omn=89989186163>

Meeting ID: 756 438 0144

Passcode: 1763

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

1. Call to Order
2. Public Comment
3. Approval of the Minutes from Previous Meeting (07/10/2023)
4. Discuss Role of the BCA in Local Elections TBD
  - a. Confirm Election Duties Assignments
  - b. Appoint Two Justices of the Peace to Deliver School Ballots to CVU and Stay to Tabulate the School Ballots.
  - c. Early processing of ballots- If you want to start processing your ballots before town meeting day (i.e. deposit them into the vote tabulator or into a ballot box), your BCA must vote to approve that. [17 VSA 2546a](#). Set the dates.
  - d. Curing Defective Ballots
  - e. Safety and Security of the Poll.
5. Approval of Ballot Clerks for Town Meeting Local Election
6. Workshop to review poll procedures
7. Review Changes to the Voter Checklist
8. Any Other Business
9. Adjournment

REASONABLE ACCOMODATIONS SHALL BE PROVIDED UPON REQUEST TO ENSURE THAT THIS MEETING IS ACCESSIBLE TO ALL INDIVIDUALS REGARDLESS OF DISABILITY. PLEASE CALL DIANA AT 264-5075 OR EMAIL AT [DVACHON@SHELBURNEVT.ORG](mailto:DVACHON@SHELBURNEVT.ORG) IF UNABLE TO ATTEND