

**TOWN OF SHELBURNE
BOARD OF CIVIL AUTHORITY
MINUTES OF MEETING
FEBRUARY 5, 2024**

DRAFT

***Hybrid Meeting.**

MEMBERS PRESENT: David Webster (Chair); Nancy Baker, Lee Suskin, Bill Deming, Peggy Day, Susan Bowen, Joan Lenes, Jennifer Leopold, Pete Gadue, Denis Barton, Judy Rosenstreich, Randy Rowland,
MEMBERS ONLINE: Mike Donohue
ADMINISTRATION: Diana Vachon, Town Clerk.
OTHERS PRESENT: None.

1. CALL TO ORDER and AGENDA

Chair, David Webster, called the hybrid meeting to order at 7:21 PM.

2. AGENDA

There were no changes to the agenda.

3. PUBLIC COMMENTS

None.

4. CONFLICTS OF INTEREST

None.

5. MINUTES

July 10, 2023

MOTION by Peggy Day, SECOND by Randy Rowland, to approve the 7/10/23 minutes as presented. VOTING: 12 -0-2 motion carried. Pete Gadue and Nancy Baker abstained.

6. ROLE OF BCA IN LOCAL ELECTIONS

Confirm Election Duties Assignments. At 4 p.m. Denis Barton and Peggy Day will transport ballots to CVU and stay to tabulate them. At 7 p.m. Joan Lenes and Randy Rowland will transport ballots to CVU and stay to tabulate them. Early processing of ballots- BCA approved to process absentee ballots before Elections Day on 2/22/24 and 2/29/24. Curing Defective Ballots – For the Presidential Primary and the local elections, there are 2 reasons to deem a ballot defective for curing: 1. Certificate envelope is not signed, 2. Ballot is not in the certificate envelope. We must open the outside envelope of the absentee ballots within 3 days of receiving them. If one is defective, we must inform the voter within 24 hours via phone, email, or mail. Safety and Security of the Poll. The VT Secretary of State’s Office did an all-day virtual event for the security of elections. Key points were to remain non-confrontational, use techniques to de-escalate volatile situations, and reporting all threats to FBI in compliance with state and local reporting protocols. Bob Lake is our Constable. He is

also part of the Shelburne Police Department. He gets all the federal updates and will keep us posted.

7. APPROVAL OF BALLOT CLERKS

Reviewed the list of poll workers scheduled to work at poll on 3/5/24 as presented. See attached. Memory card testing will tentatively take place 02/20/24 from 2 p.m. – 4 p.m. in the Clerk's Office.

A remote poll at Wake Robin 2/28/24 and Shelburne Bay on 03/01/24 will be staffed by JP's and poll workers as necessary. See attached schedule.

8. WORKSHOP FOR ELECTION OFFICIALS

We will plan a workshop to review the election duties on Monday 2/26/24 at 6 p.m. at the Town Offices.

MOTION by Nancy Baker, SECOND by Mike Donohue, to accept the ballot clerks for the 03/05/24 as detailed in the spreadsheet ("2024 Ballot Clerks Town Meeting Pres Prim") prepared to date by the Town Clerk. VOTING: unanimous; motion carried.

9. REVIEW CHANGES TO THE VOTER CHECKLIST

Town Clerk emailed the reports to the BCA earlier this afternoon. The reports include Purged Voters, Challenged Voters, All Active voters. There is no motion needed for this agenda item. Please review them at your convenience.

10. OTHER BUSINESS

None.

11. ADJOURNMENT

MOTION by Pete Gadue SECOND by Jennifer Leopold, to adjourn. VOTING: unanimous; motion carried.

The meeting was adjourned at 7:55 PM.

By Diana Vachon, Town Clerk