

**TOWN OF SHELBURNE
BOARD OF CIVIL AUTHORITY
MINUTES OF MEETING
February 7, 2022**

DRAFT

***Meeting by teleconference.**

MEMBERS PRESENT: David Webster (Chair); Nancy Baker, Lee Suskin, Bill Deming, Rebecca Moore, Laura Gannon-Murakami, Joan Lenes, Judy Rosenstreich, Denis Barton, Pete Gadue, Sally Martel, Jennifer Leopold, Randy Rowland.

ADMINISTRATION: Diana Vachon, Town Clerk.

OTHERS PRESENT: None.

1. CALL TO ORDER and AGENDA

Chair, David Webster, called the teleconference meeting to order at 7 PM.

2. PUBLIC COMMENTS

None.

3. MINUTES

November 1, 2021

MOTION by Denis Barton, SECOND by Judy Rosenstreich, to approve the 11/1/21 minutes with the clarification that David Webster read a communication from Tom Little rather than read correspondence. VOTING: unanimous; motion carried.

4. ROLE OF BCA IN LOCAL ELECTION

David Webster stated that town meeting will be virtual and there will be no voting at the meeting so BCA members are not needed. Everyone can attend the meeting as a citizen.

5. CONFIRM ASSIGNMENT OF ELECTION DUTIES

**APPOINT JPs TO DELIVER SCHOOL BALLOTS AND TABULATE
APPROVE BALLOT CLERKS FOR LOCAL ELECTION**

Diana Vachon reviewed assignments for the March 1, 2022 elections including ballot clerks, JPs (Pete Gadue, Lee Suskin), constable (Bob Lake), checklist (one person still needed), machine, registration table, absentee ballots, CVU JP duties, clean up, reconcile ballots 2/23/22, tabulate ballots 2/24/22 and 2/28/22 (add Pete Gadue and Nancy Baker). There will be no remote polls so no one is assigned to Wake Robin voter assistance. Postcards have been mailed. Information has been posted on Front Porch Forum and in the local newspaper. There are 1,000 ballots to be mailed out and requests for ballots are coming in. Ballots must be in at the polls by 7 PM on election day or the vote does not count. Ballots can be requested up to the day before the election. There is a drop box in the town hall parking lot. People can also vote at town hall.

MOTION by Pete Gadue, SECOND by Nancy Baker, to approve the ballot clerks as presented. VOTING: unanimous; motion carried.

6. REVIEW CHANGES TO VOTER CHECKLIST

Diane Vachon confirmed the changes have been made to the voter checklist.

7. OTHER BUSINESS*Curing Defective Ballots*

The voter can be contacted if the ballot is not completed before the ballot is put into the tabulator.

Anna King Request

David Webster and Randy Rowland will assist Anna King with her ballot.

Testing Memory Cards

Pete Gadue, Nancy Baker, and Bill Deming will assist.

Safety/Security at the Polls

Bob Lake will be at the polls. Diana Vachon will ask Bob Lake to mention the safety/security plan when the poll workers arrive.

Reapportionment

David Webster stated the district boundaries appear to be unchanged. The BCA can go online and concur with the districts (5-1 & 5-2) as proposed.

8. ADJOURNMENT

MOTION by Rebecca Moore, SECOND by Laura Gannon-Murakami, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 7:42 PM.

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