

**TOWN OF SHELBURNE  
BOARD OF CIVIL AUTHORITY  
MINUTES OF MEETING  
OCTOBER 3, 2022**

**DRAFT**

**\*Meeting by teleconference.**

**MEMBERS PRESENT:** David Webster (Chair); Nancy Baker, Lee Suskin, Bill Deming, Sally Martel, Susan Bowen, Denis Barton, Randy Rowland  
**MEMBERS ONLINE:** Jennifer Leopold, Pete Gadue, Laura Gannon-Murakami, Joan Lenes  
**ADMINISTRATION:** Diana Vachon, Town Clerk.  
**OTHERS PRESENT:** None.

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**1. CALL TO ORDER and AGENDA**

Chair, David Webster, called the hybrid meeting to order at 7:33 PM.

**2. AGENDA**

There were no changes to the agenda.

**3. PUBLIC COMMENTS**

None.

**4. CONFLICTS OF INTEREST**

None.

**5. MINUTES**

*July 11, 2022*

**MOTION by Randy Rowland, SECOND by Sally Martel, to approve the 7/11/22 minutes as presented. VOTING: unanimous; motion carried.**

**6. REVIEW VOTER CHECKLISTS**

The following documents were reviewed:

- Change Audit Report (23 pages of changes from 7/11/22 to 9/28/22)
- Peter Idleman has passed away.
- Full Checklist for BCA review at their leisure.

**7. TEST MEMORIAL CARDS**

Memory card testing will take place 10/19/22 from 3 p.m. – 5 p.m. in the Clerk's Office.

**8. BALLOT CLERKS FOR 11/8/22**

Election Day Poll Workers for the November 8, 2022 General Election were reviewed. Timeslots were filled by BCA members as needed.

A remote poll at Shelburne Bay on 11/4/22 will be staffed by JP's and poll workers as necessary. Masks are required.

**MOTION by Nancy Baker, SECOND by Jennifer Leopold, to accept the ballot clerks for the 11/8/22 General Election as detailed in the spreadsheet ("2022 November General Election") prepared to date by the Town Clerk. More names will be added as we get closer to the Election. Town Clerk will email the BCA those additional names. VOTING: unanimous; motion carried.**

**9. EARLY VOTER ABSENTEE BALLOTS INTO TABULATOR**

Deposit of early ballots into the tabulator will occur October 20, 2022, October 27, 2022, and November 3, 2022, and November 7, 2022.

**MOTION by Pete Gadue SECOND by Nancy Baker, to accept the dates of 10/20/22, 10/27/22, 11/3/22 and 11/7/22 for the deposit of early ballots into the tabulator. VOTING: unanimous; motion carried.**

**10. OTHER BUSINESS**

*Stairs leading up to the Town Gym Stage*

It was brought to the Town Clerk's attention that the stairs leading up to the stage are not ADA compliant. Therefore, they will need to be removed during the Election. The BCA agreed the best solution is to walk around to use the stairway entrance or lift from the hallway.

**13. ADJOURNMENT**

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**MOTION by Nancy Baker, SECOND by Denis Barton to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 8:23 PM.

*By Diana Vachon, Town Clerk*