BOARD OF CIVIL AUTHORITY MEETING

MEETING MINUTES

OCTOBER 23, 2024

1. OPEN MEETING – Town Clerk Zachary Brown called the meeting to order at 6:00 PM. Those present included Fern Brown, Zachary Brown, Al Buckley, Mike Daley, Renee Marchesseault, Judith Masson, Frank and Katie Sawicki.
2. ELECT A CHAIRPERSON – Zachary asked if there were any nominations for chairperson. Mike made a motion to elect Frank as the chairperson. Al seconded this motion. Zach asked if there were any other nominations or discussions. Seeing none, the board took a vote. The motion was carried unanimously in the affirmative. Frank accepted the role of chairperson.
3. ADDITIONS OR DELETIONS TO THE AGENDA – Zach stated that he had three additions to the agenda: Approval of the minutes from the February 21, 2024 meeting, the CTCL grant, and polling place policies. All board members were fine with the additions. No deletions were made to the agenda.
	1. Approval of the minutes to the February 21, 2024 meeting – Al made a motion to accept the minutes as written. Mike seconded the motion. Chairman Sawicki called for discussion, seeing none; he called for a vote. The motion passed the affirmative (5 For and Katie Sawicki abstained as she was not present at the previous meeting.
	2. CTCL Grant – Zach told the board that he had received a $5,000 grant to benefit the elections operations. A brief discussion was had but no action was taken.
	3. Election Day Policies – Zach distributed a policy that he had drafted for election day. He wished for the policy to be approved so that he was protected if anything were to happen on election day. The board reviewed the proposed policy at great length. Chairman Sawicki called for a motion. Mike made a motion to accept the policy as written. Katie seconded. Chairman Sawicki asked if there was any discussion, seeing none; he called for a vote. The motion passed unanimously in the affirmative.
4. JUSTICE OF THE PEACE RESIGNATION – Zach stated that this year there was turnover of two justices. The first was Renee Marchesseault who resigned from the position of justice of the peace. Judith asked if she resigned from the position due to something that this board did. Zach stated that the reason was for disparaging remarks the selectboard made and an incident that she believes was a breach of open meeting law. Zach further went on to state that Renee would remain on the ballot for the general election, as it was too late to have her removed. She would need to decline the nomination as a justice. At that point the board would need to look for another justice. Zach also thanked Frank for being on the board, as he chose not to rerun this year.
5. REVIEW NEW APPLICANTS AND CHECKLIST – Zach distributed the “changes” report created through the Vermont Elections Management website. This list showed any changes to the checklist since the beginning of the year. Zach stated that the highlighted names were of new people, most of whom had been added as the result of the DMV. The purged/removed voters on the list came from death notices, out-of-state notices, responses to challenge letters, and the challenged voters who did not respond to the challenge within two general elections. The board reviewed the list. A short discussion was had, but no action was taken.
6. APPROVE EARLY OPENING OF ABSENTEE BALLOTS – Zach asked the board if they would like to open the ballots early again this year to help process the anticipated large number of ballots. The board was all in agreement with this. Mike made a motion to accept the early opening of absentee ballots. Fern seconded the motion. Chairman Sawicki called for further discussion, seeing none; he called for a vote. The motion passed unanimously in the affirmative. Frank volunteered to come up on the day of the election to help Zach process the absentee ballots that they had received prior to election day.
7. APPROVE BALLOT CLERKS (ASSISTANT ELECTION OFFICIALS) – Zach stated that he had recruited Diana Rancourt and Angela Flanagan to be the two ballot clerks/assistant election officials for the 2024 general election. Chairman Sawicki asked the board to entertain a motion to approve the two individuals as the ballot clerks for the day. Mike made the said motion. Judith seconded the motion. Chairman Sawicki asked if there was further discussion on the motion; seeing none, he called for a vote. The motion was carried unanimously in the affirmative.
8. APPROVE EXTRA BALLOT COUNTERS – Zach stated that he has recruited Chantal Carney, Carmen Riley, Dan Johnson, and Krista Rodrigue to count ballots. Judith motioned to accept Chantal Carney, Carmen Riley, Dan Johnson, and Krista Rodrigue as additional ballot counters. Mike seconded the motion. Chairman Sawicki asked if there was any further discussion, seeing none, and he called for a vote. The motion passed unanimously in the affirmative. Chairman Sawicki asked for the board to entertain a motion to allow Zach to appoint extra ballot counters without calling a vote by the BCA. Mike made said motion. Judith seconded the motion. Chairman Sawicki called for further discussion; seeing none, he called for a vote. The motion was carried unanimously in the affirmative. Zach will keep the BCA apprised of any additional ballot counters he approves.
9. APPROVE JPS FOR DELIVER BALLOTS TO HOMEBOUND VOTERS – Zach asked the JPs at the meeting who would be willing to deliver ballots to homebound voters on election day. Mike made a motion to approve Fern and Katie as the two JPs to deliver ballots to homebound voters. Judith seconded this motion. Chairman Sawicki called for any further discussion, seeing no other discussion, Chairman Sawicki called for a vote. The motion was carried unanimously in the affirmative. Fern and Katie will deliver ballots to homebound voters if requested.
10. ADJOURN MEETING – Chairman Brown called for a motion to adjourn the meeting. Renee made a motion to adjourn the meeting. Al seconded this motion. Chairman Brown called for a vote. The motion was carried unanimously in the affirmative. Chairman Brown adjourned the February 21st, 2024, meeting at 5:40 PM.