

# Board of Civil Authority

Minutes

February 1st, 2017

The Board of Civil Authority met on Wednesday February 1, 2017, as warned:  
Town Meeting Preparation, at the Town Municipal Building, 6:30 PM

PRESENT: David Grundy (chair), Rob Chickering, Janice Aldrich, Ginny Burley, Rebecca Reed, Florence Morse, Michael Duane & CJ Flynn (Tim Carver was excused, Ed Deegan and Tony Klein were away. No Selectboard members were able to attend).

Clerk Flynn called the meeting to order at 6:32PM to review the upcoming Town Meeting

- A. There was 1 Addition to the agenda; The Orange County, Vermont Recount update
- B. There were no members of the public in attendance.
- C. The board welcomed Ginny Burley, newly elected Justice of the Peace
- D. The board approved the ballot draft
- E. Discussion Points on the upcoming Town Meeting on March 7<sup>th</sup>

Bruce Johnson, representing the Select Board, displayed our new Registration/ Absentee ballot links now available on our website

#### Election of Chair for 2017

- Nominated and seconded were Dave Grundy and Ginny Burley
- Dave edged out Ginny (who ran "reluctantly" due to junior JP status)

#### Update on voter checklist

- The internal list is currently completely in synch with the state list
- The Absentee ballot list is not started yet
- Superfluous/ stale data was discussed, and will be reviewed by BCA members
- Any proposed changes will be submitted to the Clerk by 2/15/17
- It was requested that no edits be made without public review, so CJ will share proposed changes

#### When will voting machines be set up in the library?

- A team will meet at the storage shed, at approximately 4:15PM on 3/6.
- They will collect the voting apparatus and transport it to the school.
- The team will consist of Sandy Conti, Casey Northrup, Rob Chickering and Riley Flynn
- This team will do the set up on Monday night and the take down on Tuesday night.

#### When will signs be set up? Traffic control?

- Outside directional signs (Voting this way etc.) should be set up on the night before (if possible)
- Otherwise, first thing Tuesday morning
- Sandy will supervise traffic control and co-ordinate with the school
- The school will be closed for Town Meeting, so there should be no "teacher parking" issues
- A sign will be posted requesting no candidate soliciting votes within 100 feet of the school building
- No posting of political signs on trees or surrounding structures

#### Who will work various stations in the voting area for what times?

- An equitable rotation of BCA members will cover check-in tables in the gym and the library
- Ruth Frost, Marcia Pauly and Mitzi Unger have volunteered to help
- Two non-BCA members will be asked to transport the U-32 ballots to U-32, and participate in counting. (Ginny Burley has volunteered and Becky Brown and Julia Haynes were suggested).

What materials will we need?

- Ballot marking pens
- Post It notes
- Rubber Fingers
- Election Official Badges
- Rubber bands
- Adding Machine with tape
- Tabulator machine tape
- Lap Top with State Site access
- "I voted" or "Young Voter" stickers?
- Access to a copy machine
- Master Tally Sheet
- Wi-Fi access
- Computer access

What will the procedure be for anyone who wants to register and vote on Election Day?

- Voter Registration can now be done at the polls.
- Anyone claiming to have pending registration with the DMV can sign an affidavit and vote
- Those ballots will be processed on a best-efforts basis

Who will be available to take ballots to anyone requesting home delivery?

- BCA members like Tim, Dave & Rob may be dispatched to deliver ballots

Who will be available for counting after polls close?

- David Grundy (chair), Rob Chickering, Janice Aldrich, Tim Carver, Rebecca Reed, Florence Morse, Michael Duane, CJ Flynn, Gene Troia

How will results be tabulated?

- Ballot counting will be done at EMES
- Once the ballots are counted, they will be bagged, sealed and sent to the Town Office
- Ballots should be transported by pairs of Town officials, designated by the Town Clerk
- Becky Reed suggested ballot stacks of around 50
- Absentee ballots will be organized and counted on Monday night, the 6<sup>th</sup> or Tuesday morning, of Town Meeting Day.

What groups will be permitted to display materials?

- Any or all materials will be displayed in the hallway beyond the lunchroom.
- Town Clerk will schedule and screen any/ all requesters

How will results be communicated?

- Town Clerk will follow the Secretary of State's procedure.

**F.** An upcoming training opportunity was mentioned, whereby Sarah Jarvis Esq. would come to the Town Office and give a customized training for a flat fee. The BCA requested that we pursue this training and begin developing an agenda. We will also explore including other surround towns, where we are able.

**G.** Stipend/ Compensation for workers on Election Day

- CJ will determine equitable compensation and coordinate and arrange payment with the BCA.

**H.** Michael Duane gave us a detailed account of the Orange recount/contest situation

No other business was presented, so a motion was made to adjourn.

All voted in favor. The meeting was adjourned at 7:36PM

Respectfully,  
CJ

CJ Flynn  
East Montpelier Town Clerk