

**TOWN OF EAST MONTPELIER
BOARD OF CIVIL AUTHORITY MEETING
Tuesday, July 7, 2020 at 6:30 p.m.**

This meeting was held electronically, via Zoom.

Present: Jan Aldrich, Chair, Carl Etnier, Ed Deegan, Michael Duane, Amy Willis, Edie Miller, Ginny Burley, Lindy Johnson and Rosie Laquerre

- 1) **CALL TO ORDER:** The meeting was called to order at 6:32 p.m. by Jan Aldrich, Chair
 - a) **Agenda Revisions** - none
 - b) **Public Comment** - non
 - i) Approval of Draft Minutes dated January 14, 2019: **Mr. Duane moved and Ms. Johnson seconded approval of the minutes as presented. The motion passed and minutes were approved.**
- 2) **AUGUST PRIMARY**
 - a) **Early/Absentee Voting:** Ms. Laquerre noted that early voting has begun and there are many postcard requests for early ballots. There were 120 ballots mailed in the first week and she anticipates more to come.
 - i) Postcard mailing:
 - ii) **FPF mini-series:** To better educate the public, Ms. Laquerre will be posting a series of notes relative to the elections (both primary and general), including topics of voting by mail correctly, what to expect at the polls, and more. Ms. Miller offered to assist with this.
 - b) **Deposit of Early Ballots in Tabulator**
 - i) 30 days vs. 1 day vs. no early deposit. The group discussed options and **upon motion by Mr. Deegan and seconded by Ms. Miller, voted to open, check in and feed ballots into the tabulator each Thursday at 4:00 p.m. at the town offices with a zoom live stream beginning on Thursday, July 16. The motion passed unanimously.** The Clerk will have a worksheet that is available by e-mail to the public showing the tabulator totals (ballot count only – no individual results) each time this action occurs.
 - c) **Changes recommended to maintain COVID-19 protocols**
 - i) **Room Change and traffic flow:** Ms. Laquerre noted that the gym will be used as the entrance point with the cafeteria door as the exit point. This allows for traffic to flow smoothly in a single line.
 - (1) Set up/break down help needed: Sign up will be sent around electronically.
 - ii) **Personal Protective Equipment (PPE).** Ms. Laquerre will ensure there is enough personal protective equipment for all poll workers and extra masks for voters who arrive without one. **Mr. Deegan moved that all voters must wear a mask for the protection and safety of all. Mr. Duane seconded the motion. Ms. Laquerre noted that those who are unable to wear a mask for health reasons can be provided with curbside voting in their vehicle. The motion passed.** Ms. Johnson will look into getting a partition for the voter check-in table.

- iii) **Discourage bringing non-voters/children to polls.** Ms. Laquerre noted that for safety reasons, it was encouraged that non-voters and children not enter the voting area.
 - iv) **No “public” restrooms available.** The school has concerns about sanitizing restrooms and has asked that we not allow the general public to use the restrooms. The single stall restroom between the gym and cafeteria will be available for use by election workers and a sanitizing protocol will be put in place.
 - d) **Poll Worker schedule and possible recruitment:** The group agreed to allow recruitment of volunteer townspeople if additional election workers were needed.
 - e) **Training for election workers**
 - i) **ZOOM meetings to train volunteers:** At least two separate opportunities will be held via ZOOM to train volunteers. Those who do not attend a ZOOM meeting or make other arrangements with the clerk for training, will not be permitted to work the election.
- 3) **APPOINT TWO JPs** (of different parties if possible) to perform home deliveries on Monday, August 9. **Ms. Burley and Ms. Miller volunteered** to perform home deliveries of ballots for those who are ill or disabled
- 4) **ADJOURN:** Upon motion by Ms. Johnson and second by Ms. Aldrich, the meeting adjourned at 7:19 p.m.