Town of Calais, Vermont

CHARTERED 1781

Calais Board of Civil Authority
Monday, February 12, 2018 at 6:15pm at the Calais Town Offices

PLEASE NOTE: Except for the start time, all agenda times are guidelines only and are subject to change without notice.

6:15pm – Call to Order

6:15pm – Public Comment (for items not on agenda)

6:20pm – Nominate Chair & Clerk

6:25pm – Review of Warning & Ballots

6:35pm – Review of Election Procedures

a. Providing ballots, marking checklist
b. Voter "issues" (not on checklist; spoiled ballot, absentee ballots, etc.)
c. Procedures of hand counts from the floor
d. Counting Ballots – town and U-32

6:45pm – Review of checklist – reports: new voters, purged voters, challenged voters

6:50pm – Mini-Demonstration of VEMS – Vermont Elections Management System

6:55pm – Election Worker sign-up sheet

Adjournment

http://www.calaisvermont.gov/

Town of Calais, Vermont

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Calais Board of Civil Authority Meeting Minutes

Monday, February 12, 2018 at 6:15pm at the Calais Town Offices

Present: Denise Wheeler (Chair), John Brabant (Vice Chair, arriving 6:18pm), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Judy Fitch Robert (Town Clerk), Scott Bassage, Kristina (Tina) Bielenberg, Cornelia (Nel) Emlen, Barbara Butler, Charlotte Hanna Bassage, Dillon Burns

Absent: Sharon Winn Fannon, Rose Pelchuck, Judy ~~Copy~~Copa

1. Call to Order: Denise Wheeler called the meeting to order at 6:15 pm.

2. Public Comment: None.

3. Nominate Chair & Clerk: Scott Bassage nominated and Clif Emmons seconded Denise Wheeler as Chair; the motion passed unanimously. Denise Wheeler nominated Scott Bassage as Chair, Nel Emlen seconded, and the motion passed unanimously. Denise Wheeler nominated Judy Fitch Robert for Clerk, Scott Bassage seconded, and the motion passed unanimously.

4. Review of Warning & Ballots: U-32, school and Town ballot samples were shared by the Town Clerk for review, and the Clerk confirmed that the vote tabulator will not be used in Calais at Town Meeting, but may be utilized by the U-32 district for ballot counting.

5. Election Worker sign-up sheet: The Town Clerk asked BCA members to review time slots for working on Town Meeting Day.

6. Review of Election Procedures:
   a) Providing ballots, marking checklist: The Town Clerk reviewed and answered questions regarding the process for marking entrance and exit voter checklists, as well as same-day voter registration.
   b) Voter "issues" (not on checklist; spoiled ballot, absentee ballots, etc.): The Town Clerk covered how to handle issues arising at Town Meeting, including how these are impacted by same-day voter registration.
   c) Procedures of hand counts from the floor: The Selectboard Chair and Town Clerk walked members through the procedure for a floor vote.
   d) Counting Ballots – town and U-32: The Selectboard Chair and Town Clerk walked members through the procedure for ballot counting. The Town Clerk reminded members that there will be a Statewide Primary in August and Statewide Election in November.

7. Review of checklist – reports: new voters, purged voters, challenged voters: The Town Clerk passed around a listing of recent changes to the voter checklist.

8. Mini-Demonstration of VEMS – Vermont Elections Management System: The Town Clerk shared a visual of the Secretary of State's Office online database that the Town Clerk's office uses to manages voter registration daily.

9. Town Meeting Details: Barbara Butler, representing Historic Kent's Corner, reported that lunch at Town Meeting is benefiting the restoration of the Historic Town Hall, and the price remains $5. Board members discussed and volunteered for food donations, audio setup, materials and childcare. Handouts and displays needed for tabling at Town Meeting and their locations at the polling place were discussed. The Board considered visiting dignitaries and media.

10. Adjournment: The meeting adjourned at 6:55 pm.

Date: 2/14/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the ~~Selectboard~~ BCA at the _____ meeting