



TOWN OF CALAIS

Board of Civil Authority – Approved Minutes

**Monday, June 5, 2023
6:00 PM, Calais Town Hall**

Present: Janet Ancel (JP), Charlotte Hanna Bassage (JP), Scott Bassage (JP), Tina Bielenberg (JP), Dillon Burns (JP), Barbara Butler (JP), Teegan Dykeman-Brown (Town Clerk), Jordan Keyes (SB), Michael Loignon (Chair, JP), Gabrielle Maline (SB), Jamie Moorby (SB), Anne Toolan (SB), Anne Winchester (SB)

Call to order: Mike Loignon called the meeting to order at 6:01 PM.

The BCA looked at the minutes of the November 1, 2022, BCA Meeting: Dillon moved to approve, Barbara seconded, and the motion passed.

The BCA reviewed the entire current alphabetical active voter list dated May 31, 2023, and commented on any voters in question. The group also reviewed the PTTR records from 2021, 2022, and 2023-to-date and discussed voters to challenge. Barbara Butler made notes to follow up on those identified. It was also moved and carried that the Clerk and Assistant Clerk continue to challenge and purge voters as appropriate until the next Biennial Review in 2025.

The BCA discussed election of officers for the ensuing year. Current offices are set to expire November 1, 2023. Mike was nominated to continue to serve as Chair, and Charlotte was nominated as Vice Chair. Both parties agreed and no other parties were nominated. Barbara Butler made the motion to elect Mike as Chair and Charlotte as Vice Chair for the term starting November 1, 2023, and ending October 31, 2024, Jamie Moorby seconded, and the motion passed.

Barbara explained that at the next BCA meeting, it will be necessary to appoint election volunteers. She emphasized the importance of having a strong group willing to step up and ensure that elections run smoothly and that all the work doesn't fall on the same few people every time.

Gabrielle Malina asked about the expectations for the volunteers. Barbara responded that they come to the Town Office prior to elections to open ballot envelopes and prepare them for vote counting. On election day, they check in voters and count votes. After the election, they deliver school ballots to designated dropoff locations. All of these tasks must be done by pairs of volunteers for accountability purposes.

Barbara clarified that a person running for office and on a ballot cannot count ballots unless they are a Justice of the Peace running unopposed. However, they can help with the other election tasks. Barbara emphasized how important it is for Justices of the Peace to assist with elections, as their role automatically makes them election volunteers.

Tina asked if the volunteers from the past year were interested in helping again, and Barbara said she had not asked them yet but will do so before the BCA meets again. It was requested that the Town Office send a list of 2022/2023 election volunteers to BCA members. Teegan and Barbara will provide that list prior to the next meeting of the BCA.

Barbara and Teegan explained that the Planning Commission will probably need the town to hold a vote regarding amendments to the Calais Zoning Regulations some time before late September. The BCA is required to vote on how and where such a vote would take place. Therefore, the BCA will probably be convened again soon for that purpose.

At 6:44, Jordan moved to adjourn, Charlotte seconded, and the motion passed.