



TOWN OF WESTMINSTER

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BOARD OF CIVIL AUTHORITY EMERGENCY MEETING

Meeting Minutes

Thursday, August 8, 2024, at 4:30 p.m.

By Zoom and in person at Westminster, VT Town Hall

Board Members Present: Nancy Dalzell, Margaret (Peggy) O'Toole, John Ewald, Susan Roman, Sarah Waldo and K. Sheldon Beebe –

Absent: Dan Crocker, Jason Perry, Real Bazin, Katrina Hamilton, Stephen Major, Matt Conklin, Susan Harlow, Elizabeth Harlow, Jeanette Staley, Fran Renaud, Adrienne Major,

Staff Present: Pauline O'Brien (Assistant Town Clerk), Millie Barry (Town Clerk)

1. **Call to order:** Peggy O'Toole called the meeting to order at 4:32 p.m.
2. **Review Additions to Checklist:** Information in packet – Susan Roman moved to accept the checklist as presented, Sarah Waldo seconded; motion approved by unanimous voice vote.
3. **Review of Poll workers** – August 13, 2024, Primary Election: Information included in packet – Millie Barry noted she believed the process could be to approve poll workers/ Westminster registered voters the town clerk submitted. The current list contains seven non-board civil authority members (BCA) as Selectboard members, and several BCA members are not available. Sarah Waldo noted she believed SOS guidelines were the Selectboard should appoint any non-BCA members to be election officials. John Ewald motioned to approve election poll workers the town clerk has scheduled for the primary election. K. Sheldon seconded; motion approved by unanimous voice vote.
4. **Review Election Worker Duties and Responsibilities:**
 - Designate pairs of justices to deliver absentee ballots to ill and physically disabled voters no later than three days before election day. Sarah Waldo and K. Sheldon Beebe volunteered to deliver ballots, if delivery of absentee ballots is requested.
 - Nancy Dalzell noted a change – **“in that more general political materials may be worn into the polls.”**
 - There is designated handicap parking at the Westminster Fire House.
 - Pauline O'Brien said there was a locked drop box for absentee ballots marked with a sign, “Absentee Ballots and Tax Payments” on the front of the Town Hall.

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- Sarah Waldo noted SOS (Secretary of State) information that the those on the ballot, including JP members, should not hand count election results in the General Election. K. Sheldon Beebe motioned the BCA write a letter to the Selectboard (due to statute) the Board nominate a minimum of six people to count JP election results in the General Election. Nancy Dalzell seconded; motion carried unanimously by voice vote.
- Absentee Ballot Processing: Sarah Waldo noted there should be three people to open/process absentee ballots.
- Poll Watcher Policy – Included in packet – Per Statute, two people from each party are allowed at any time at the polling place.
- Security: There will be Windham County deputy sheriff present at the fire station at 8:00 a.m., noon time, between 4:00-5:00 p.m. and at 7:00 p.m. for close of polls. The deputy will be present in and about Westminster that day.

Other Business:

Meeting Minutes: May 13, 2024 Board of Civil Authority and Board of Abatement:

- Board of Civil Authority: K. Sheldon Beebe motioned to accept May 13, 2024 Board of Civil Authority minutes. Nancy Dalzell seconded; John Ewald noted Jackie *Arbuckle* should be Atwood. Motion carried unanimously by voice vote.
- May 13, 2024 Board of Abatement: John Ewald motioned to accept the Board of Abatement minutes May 13, 2024. Peggy O’Toole noted the last sentence, (first page), should be, “due to many problems with contractors the building was incomplete” opposed to as written, “building is complete”. K. Sheldon Beebe seconded; motion carried by voice vote unanimously.

Other Business:

- John Ewald motioned to move to Executive Session to discuss a legal matter, K. Sheldon Beebe seconded; motion carried to moved to executive session by unanimous voice vote at 5:01 p.m.

Board reconvened regular session at 5:20 p.m. by K. Sheldon Beebe motion, seconded by John Ewald.

- A pre-election BCA meeting will be warned for October 22, 2024 at 4:30 p.m.

Adjournment: Nancy Dalzell motioned to adjourn at 5:21 p.m., K. Sheldon Beebe seconded, meeting adjourned.

Board of Civil Authority Chair
Margaret O’Toole

Date

Minutes composed by M. Barry 8/9/2024

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