



TOWN OF WESTMINSTER

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WESTMINSTER BOARD OF CIVIL AUTHORITY

Meeting Minutes

September 30, 2024 – Westminister, VT Town Hall

Present: Margaret (Peggy) O'Toole (chair), John Ewald, Sarah Waldo, Susan Roman, K. Sheldon Beebe, Susan Harlow, Matt Conklin, Millie Barry

Absent: Dan Crocker, Jason Perry, Real Bazin, Katrina Hamilton, Stephen Major, Elizabeth Harlow, Jeanette Staley, Fran Renaud, Nancy Dalzell and Adrienne Major

Staff Present: Pauline Blake O'Brien (assistant clerk).

1. **Call to Order:** Meeting called to order by chair, Peggy O'Toole at 4:32 p.m. Meetings are recorded and available by Zoom. For information to access a future meeting by Zoom call or email the Westminister Town Clerk.
2. **Adjustments to Agenda:** Millie Barry noted the Board would accept minutes of August 8, 2024 not May 13, 2024 (as noted on agenda). The chair noted the change.
3. **Acceptance of Minutes:** August 8, 2024 – John Ewald motioned to accept the minutes of August 8, 2024, Sarah Waldo seconded. Motion passed by voice vote (Waldo, Roman, Ewald, O'Toole, Barry) - Harlow and Conklin abstained due to absence)
4. **Old Business** – None
5. **New Business** –
 - A. Processing Early Ballots – Sarah Waldo motioned the clerks will decide when and where early ballots, received by mail or hand delivered to the Town Hall, will be processed. She noted a requirement of a minimum of 2 Board of Civil Authority members be present if ballots were processed before election day. Susan Harlow seconded. Motion passed by voice vote – (Harlow, Ewald, O'Toole, Waldo, Roman, Conklin, Beebe, Barry)
 - B. Approval of Check List – tabled
 - C. Poll Worker Training – Sheriff Mark Anderson will present information to the BCA/poll workers about election day issues/problems at 4:30 p.m. October 28, 2024 at the Town Hall. The BCA will meet at 4:00 p.m. 10/28/24 to review poll worker duties and responsibilities. Peggy O'Toole will send a notice to all BCA members requesting all members attend to facilitate election day.
 - D. Location and Hours of Polling Place – Susan Harlow noted the Westminister Institute

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elevator was running and had been inspected. John Ewald motioned to make the Westminster Institute the general election day polling place. K. Sheldon Beebe seconded, motion carried by voice vote (Harlow, Ewald, Waldo, Conklin, Beebe, O'Toole, Barry) – Roman abstained from vote.

John Ewald motioned to make the polling place hours at the Westminster Institute on November 5, 2024 from 8:00 a.m. to 7:00 p.m., motion carried by voice vote (Harlow, Ewald, Waldo, Roman, Conklin, Beebe, O'Toole, Barry)

- E. Mark Anderson – Information noted under C., poll worker training. Anderson has let the Town know there would be sheriff deputy at the polling place November 5, 2024. Millie Barry noted there will be an online Zoom/training to administer Narcan, an emergency treatment of opioid overdose October 3, 2024. A single dose of Narcan was provided at a recent Clerk's training for polling places. If the treatment is not used, it will be donated (after the election) to a social service agency that may use it.
 - F. BCA Meeting Agenda/Minutes Posting to the Town Website: Sarah Waldo will discuss with the Town Manager posting agendas and meeting minutes for the BCA. She noted it would be helpful to have the website calendar updated to show weekly meetings, time and location. Sarah Waldo motioned to have the agenda and minutes of the BCA meetings posted to the Town website. John Ewald seconded, motion passed by voice vote, (Harlow, Ewald, Waldo, Roman, Conklin, Beebe, O'Toole, Barry).
 - G. November Election Day Polling Place Coverage. Millie Barry said a schedule will be available by the end of the present week and requested the members email their availability to cover election day. The Board discussed Justice of the Peace candidates submitted by the Westminster Republican caucuses without candidate knowledge.
6. **Other Business:** Millie Barry noted a \$5,000.00 grant was received specifically to facilitate elections in Westminster. The Rural and Non-metro Election Infrastructure Grant is from the Center for Tech and Civic Life. She noted one item needed was signage and asked for suggestions for other items the Board believed would be helpful. John Ewald will research sandwich board foam core posters for election day to inform Westminster voters of election day details. John Ewald, Sarah Waldo and Pauline O'Brien (North Westminster) volunteered to set up signs. Also, there will be posts regarding election day detail made to two Town Facebook pages. Information about voting will be posted in the *Town Crier, Commons* in the October 4th edition and and the November *Westminster Gazette*. Information will also be posted on Town website.
7. **Adjournment:** Susan Harlow motioned to adjourn meeting at 5:18 p.m. John Ewald seconded, meeting adjourned.

Chair

Date

