

Board of Civil Authority Meeting Minutes  
Wednesday February 12, 2020  
Steele Community Room ~ 6:00pm

Present: Liz Schlegel Stevens, Linda Parks, Judy Barker, Jane Foster, Katrina VanTyne, John Bauer, Jack Carter, Robert Dostis, Kathi Grace, and Carla Lawrence.

L. Schlegel Stevens called the meeting to order at 6:00pm.

**Discuss the March 3<sup>rd</sup> Presidential Primary and Local Election**

C. Lawrence explained that the Presidential Primary and local election are two distinct elections. The entrance checklist was discussed and it was explained how the checklist should be marked to reflect both elections. C. Lawrence stated that because of the anticipated heavy voter turnout, an exit checklist will be used as well. This provides a double check to the entrance checklist. The assignments for poll workers were reviewed and 4 JP's were designated to go to Harwood to count the school ballots.

**Discuss Counting at the Close of Polls**

C. Lawrence explained the counting process. The entrance checklist will be counted and compared to the tabulator tape counts. If necessary, the exit checklist will be counted. The HUUSD ballots will be counted in number only and sent to Harwood with 4 JP's for comingling and counting. The Presidential Primary ballots and Town ballots will need to be sorted and the write-ins will be separated.

**Future 2020 Elections**

The Board reviewed the 2020 election schedule which includes the Edward Farrar Utility District Annual Meeting on May 13<sup>th</sup>, a possible school bond vote on June 9<sup>th</sup>, the State Primary on August 11<sup>th</sup> and the November General Election on November 3<sup>rd</sup>.

**Demonstrate Accessible Voting System**

C. Lawrence demonstrated how the accessible voting system works for the visually or hearing impaired.

There being no further business, the meeting adjourned at 6:35pm.

Respectfully submitted,

Carla Lawrence  
Town Clerk