

Board of Civil Authority Meeting Minutes  
Monday September 24<sup>th</sup>, 2020  
Steele Community Room ~ 5:00pm

Present: Liz Schlegel Stevens, Katrina VanTyne, Jack Carter, Robert Dostis, Marion Howes, Paul Blake, John Bauer, Beth Jones and Carla Lawrence.

C. Lawrence called the meeting to order at 5:00pm.

C. Lawrence reported that the Secretary of State's Office started mailing absentee ballots to all active voters on September 21<sup>st</sup>. Ballots for Waterbury have not yet been mailed. The mailing should be complete by October 1<sup>st</sup>.

C. Lawrence suggested that the polling location for the November election be moved to Thatcher Brook Primary School. The school will provide more space for distancing. After a brief discussion. J. Bauer made a motion to hold the November 3<sup>rd</sup> election at Thatcher Brook Primary School. The motion was seconded by R. Dostis and passed unanimously.

A brief discussion was held with regard to the polling place setup. Booths will be utilized with only 2 voters per booth as opposed to 4 and the booths will be well spaced. Safety protocols will be in place.

C. Lawrence stated that several residents have volunteered to help at the polls, and read the list of names. R. Dostis made a motion to authorize C. Lawrence to appoint the volunteers needed as poll workers. The motion was seconded by M. Howes and passed unanimously. The poll worker schedule was discussed. It will most likely include a greeter, 2 people on the checklist, a person to clean the voting stations and pencils and a person at the ballot box. C. Lawrence will work with L. Schlegel Stevens in setting up the schedule and including volunteers.

A schedule will be set up to feed the early ballots through the tabulator once the ballots start arriving. The plan will be to process the ballots on Thursday afternoons, and another day if necessary.

A BCA meeting will be called in October and will include the volunteers.

C. Lawrence updated the Board on a tax appeal from Hunger Mountain Children's Center. They are not appealing their assessed value but are looking to gain tax exempt status. This may require a meeting of the BCA at a date to be determined.

There being no further business, the meeting adjourned at 5:30pm.

Respectfully submitted,

Carla Lawrence  
Town Clerk