

**TOWN OF ESSEX BOARD OF CIVIL AUTHORITY**  
**MINUTES OF MEETING**  
**JANUARY 28, 2020**

Members present: Chair Dawn Hill-Fleury, Kelly Adams; Diane Clemens; Betsy Dunn, Patrick Murray, Clerk Susan McNamara-Hill

Chair Dawn Hill-Fleury called the meeting to order at 5:30 and announced that the Board of Abatement hearing was postponed due to lack of a quorum.

Business:

1. Chair Dawn Hill-Fleury stated that there were four names presented for approval as election workers:
  1. Kathryn Daniels, 28 Logwood Circle, had sent an email to the clerk stating that had worked at elections in Chicago while attending school there and would like to help at elections here.
  2. Diane Clemens submitted the following names:
    - i. Brenda Rousselle, 11 Abnaki Avenue
    - ii. Michael Meehan, 3 Poplar Court
    - iii. Charlotte Ross, 13 Jackson Street

Chair Dawn Hill-Fleury asked if there were any other names to be considered. Hearing none, a motion was made by Kelly Adams, seconded by Betsy Dunn to approve the additional four election workers as presented. Voting: all ayes, motion carried.

2. Process absentee ballots the day before – State law allows the BCA to vote to allow early ballots to be deposited the day before the election. Clerk Susan McNamara-Hill explained that if the BCA votes to allow early processing, it would be in place for future elections as well as the one coming up. The statute requires that processing the ballots be done at publicly warned meeting to allow the public to come in and inspect the certificate envelopes.

A motion was made by Betsy Dunn, seconded by Kelly Adams to authorize the Clerk and Election Officials to process absentee ballots the day before an election in accordance with VSA Title 17 Chapter 51 §2546a. Voting: all ayes, motion carried.
3. Early voting at Senior/Assisted Living Facilities – The clerk's office has started calling around to some of the senior living facilities to see if they would host early voting at their locations a week or two before the election. Both Shelburne and South Burlington provide this service to their senior living facilities and the clerk would like to bring it to Essex. The clerk is asking for members of the BCA to help with the early voting at the locations. Locations and times set up so far:
  1. Mansfield Place, 10-noon, February 25<sup>th</sup>.
  2. Whitcomb Woods, 3-4 pm, February 26<sup>th</sup>.

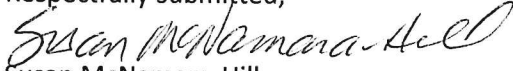
Motion by Betsy Dunn, seconded by Kelly Adams to conduct early voting at Mansfield Place and Whitcomb woods and other facilities that may contact the clerk's office. Voting: all ayes, motion carried.

Betsy Dunn and Bernie Couture volunteered to help with voting at Mansfield Place on Feb. 25<sup>th</sup>  
Diane Clemens and Bernie Couture will help with voting at Whitcomb Woods on Feb. 26<sup>th</sup>.

Chair Dawn Hill-Fleury directed the clerk to contact the applicant for abatement to request a letter from her bank regarding the payment problem.

Motion was made and seconded to adjourn the meeting. Voting: all ayes, motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan McNamara-Hill".

Susan McNamara-Hill

Town Clerk