

Board of Civil Authority Meeting
Wednesday, August 5, 2020
Remote Meeting Held via Zoom
Meeting Minutes

Meeting Attendance:

- Britney Aube, Vergennes City Clerk
- Joan Devine, Admin. Assistant
- Abbie Farrar, Treasurer
- Lynn Donnelly, Mayor
- Lowell Bertrand, Alderman
- David Austin, Alderman
- Rena Trepanier, JP
- Mark Koenig, JP

1. Called the meeting to order:

City Clerk, Britney Aube called the meeting to order at 2:00 p.m.

2. Additions/revisions to the agenda:

There were no additions or revisions to the agenda.

3. Discussion regarding Saturday August 8th, absentee ballot processing:

City Clerk, Britney Aube reminded BCA members that the plan was to meet at the Vergennes Fire Station on Saturday, August 8th, at 9:00 a.m. to process early absentee ballots. Britney Aube explained that there were over 300 absentee ballots that had already been received by the office. Britney Aube explained that the BCA would be following the guidelines of the State's COVID Election Directive for early absentee processing.

Lynn Donnelly, Mark Koenig, David Austin, and Lowell Bertrand stated that they would be available to help process absentee ballots on August 8th. City Hall staff members, Joan Devine, Britney Aube, and Abbie Farrar would also be in attendance on Saturday to help with the absentee ballot processing.

4. Discussion regarding Tuesday August 11, 2020 Primary:

Britney Aube asked the BCA members about their availability to work the polls on August 11th. Lowell Bertrand, David Austin, Rena Trepanier, Mark Koenig, and Lynn Donnelly stated that they would be available during the day. City Staff members, Britney Aube, Joan Devine, and Abbie Farrar stated that they would also be working on election day.

Joan Devine stated that there would need to be two BCA members available for at home ballot deliveries. Joan Devine explained that there were currently two at-home deliveries.

Mark Koenig and Lowell Bertrand volunteered to deliver the at-home ballot requests.

Joan Devine explained that there would need to be a person at the door to hold voters, so that there were only 3 voters in the polling place at one time. David Austin volunteered to be the outside traffic control. Joan Devine stated that she would work as a "floater" and make sure that voting booths were sanitized between voters.

5. The meeting was adjourned at 2:13 p.m.

Respectfully submitted,
Britney Aube, Vergennes City Clerk