



BOARD OF CIVIL AUTHORITY

Tuesday, February 4, 2025

7pm in Tracy Hall

Final Minutes

Members Present in Tracy Hall: Dianne Amme, Jed Baker, Corlan Johnson, David Krimmel, Kristin Maffei, Alix Manny, Bob Pitiger, Pam Smith, Lily Trajman, Priscilla Vincent.
Members Present Online: Marcia Calloway, Ernie Ciccotelli, Mary Layton, Suzanne Leiter (non-voting, because not yet sworn in), Emily Scherer

Trajman called the meeting to order at 7:00pm.

Agenda approval:

- a. Smith moved and Manny seconded adding #2: Adopt BCA Rules of Procedure and re-numbering everything below that.
- b. Trajman moved and Baker seconded adding #6: Discussion of number of ballots ordered for Town Meeting.

Smith moved and Manny seconded approval of the amended agenda. No discussion. Unanimous by roll call vote.

1. Election of officers

- a. Scherer moved and Johnson seconded nominating Alix Manny for Chair. No further nominations or discussion. Manny abstained from voting; otherwise unanimous by roll call vote.
- b. Manny moved and Johnson seconded nominating Suzanne Leiter for Vice-Chair, contingent on Leiter being sworn in. No further nominations or discussion. Unanimous by roll call vote.

2. Adopt rules of Procedure:

- a. Trajman proposed two amendments:
 - i. On page 2, D(1) ends without saying who the date and time will be communicated to, and should have added "the appellants and the listers."

- ii. On page 2, D(2) says that three paper copies of the appeal will be delivered to the clerk. Trajman requests that it reads "...shall submit their appeal to the Town Clerk...." leaving out a requirement for paper copies.
 - b. Calloway requested that the rules of procedure be brought into line with VLCT's model document, and leave out non-procedural language.
 - c. Manny agreed to work with VLCT to edit the document and tabled the item.
- 3. Approval of Minutes
 - a. September 9, 2024 minutes: Trajman moved and Manny seconded approval of the minutes as written.
 - i. Discussion: Trajman noted that two parts of the minutes were called into question by the Appellants at the 9/23/24 meeting. Trajman verified that both parts were correct per the recording on Youtube.
 - ii. Unanimously approved by those present who had attended the meeting.
 - b. September 23, 2024 minutes: Trajman moved and Manny seconded approval of the 9/23/24 minutes as written. Unanimously approved by those present who had attended the meeting.
 - c. October 21, 2024 minutes: Smith moved and Trajman seconded approval of the 10/21/24 minutes as written. Unanimously approved by those present who had attended the meeting.
 - d. December 3, 2024 minutes: Smith moved and Trajman seconded approval of the 12/3/24 minutes.
 - i. Discussion: Vincent requested that the first names of the two people removed from the challenge list be included in the minutes, as there are multiple people with the same last name in town. Smith and Trajman accepted this as a friendly amendment.
 - ii. Unanimously approved as amended by those present who had attended the meeting.
- 4. Authorize the Town Clerk to appoint election volunteers for Town Meeting.
 - a. Johnson moved and Manny seconded a motion to allow the Town Clerk to appoint election volunteers for Town Meeting as she sees fit. Unanimously approved by roll call vote.
- 5. Authorize early processing of ballots for Town Meeting
 - a. Smith moved and Baker seconded a motion to allow early processing of absentee ballots before Town Meeting on 3/4/25. Unanimously approved by roll call vote.
- 6. Discuss number of ballots ordered:
 - a. Trajman explained that while the town has 3,045 registered voters, over the last several Town Meetings there have been no more than 1600 voters. Last year Trajman ordered 2,600 ballots because that was what was done

previously. This year she ordered 2,000 and would like to make sure the BCA is okay with that number.

- b. Vincent asked what happens if we run out of ballots. Trajman stated that it is possible to print extra ballots ourselves.
 - c. Consensus was that 2,000 ballots was sufficient, especially given that more could be printed in the Clerk's office if we had an unanticipated number of voters.
7. Adjourn: Smith moved and Krimmel seconded a motion to adjourn at 7:30pm. Unanimous by roll call vote.

Respectfully submitted,



Lily Trajman

BCA Clerk

February 5, 2025

Approved July 28, 2025

Signed:  _____

Alix Manny, BCA Chair