

**Middletown Springs Board of Civil Authority  
Approved Minutes  
Election Prep Meeting • July 9, 2020**

**BCA BOARD PRESENT:** via Zoom - Patty Kenyon, Nora Rubinstein, Elizabeth Cooper, Leslie Silver, Pat Hemenway, Heather Grier (got bumped off by internet problems early on in the meeting). At the town office annex, Terry Redfield, Laura Castle, Carl Haynes, Neil Russell at 6:33pm

**OTHERS PRESENT:** via Zoom - Herb Childress - Emergency Management Director, Robin Chesnut-Tangerman - State Rep

**CALL TO ORDER:** Town Clerk, Laura Castle called the meeting to order at 6:09pm

**Elect a Chair:** Nora nominated Terry Redfield to serve as BCA chair, Leslie 2<sup>nd</sup>. Ayes, Nora, Laura, Leslie, Heather, Pat, Patty, Elizabeth, Carl; Abstain, Terry, motion carried.

**ELECTIONS:** There was a lengthy discussion on the logistics and options for holding the August 11 primary in the midst of the COVID-19 pandemic. There were numerous ideas for locations, type of voting - drive thru, inside, outside and combinations of all, as well as possible room configurations and traffic flows.

The resulting consensus at the conclusion of the discussions:

- Voting by absentee ballot will be strongly encouraged.
- Voting will take place at the Historical Society Dining Room.
- Masks will be required to enter into the Historical Society Building. All workers and voters inside the building will be wearing a face covering at all times.
- Accommodations will be made at the polling location to address mobility challenged voters and those who will not or cannot wear a face covering. Staff will meet such voters outside the polling place and process their votes only when poll workers are available.
- Voting booths and writing instruments will be sanitized in between each voter.
- There will be a limit on the number of voters allowed in the building at a time. That limit will be set after the traffic flow and arrangement of stations is determined.
- We will ask that parents not bring children into the polling place.
- The tabulator will be tested and the traffic flow and set up will be determined on Wednesday, July 15 at the town office starting at 10am. Volunteers for this project are Laura, Terry, Patty, Herb, and Pat.

- Once this is set, there will be postings on FPF, the town newsletter, and flyers at various places around town.
- Teams of workers will be scheduled to cover the day of voting and final tabulations.

**OTHER BUSINESS:** none

**ADJOURN:** Pat moved to adjourn at 7:11pm, Terry 2<sup>nd</sup>. Meeting adjourned at 7:11pm

Respectfully submitted,  
Patty Kenyon, Acting Clerk