

**Board of Civil Authority Meeting - 10/15/2020**  
**7 pm - Approved Minutes**

**BCA Present:** via Zoom - Pat Hemenway, Heather Grier, Patty Kenyon, Leslie Silver, Elizabeth Cooper, Nora Rubinstein. At the town office - Terry Redfield, Laura Castle

Terry called to order at 7:00pm

**APPROVAL OF MINUTES:** October 1, 2020

Heather moved to approve the minutes of October 1, 2020 as presented, Pat 2<sup>nd</sup>. All in favor, motion carried.

**NOVEMBER GENERAL ELECTION PREPARATIONS:**

- a. **Scheduling/Staffing Update - Election Day** - Update from Nora on scheduling so far, she will send out a revised schedule soon.
- b. **Returned Ballots Processing - Heather/Patty** - Terry reported that there is a new stack of returned mail to process. There was a brief discussion on the processes and expectations for absentees and in person voting. The BCA decided by consensus to try to get some of the unvoted ballots returned due to improper addresses to the people who are waiting for them. Elizabeth and Pat will come in on Saturday to try to help get that process going. Heather and Patty continue to work on Tuesday and Saturday mornings to enter necessary data into the state's election system.
- c. **Scheduling Tabulator Testing for General Election** - We learned today that we will also have to make the Accessible Voting Machine available on election day. We would like to add set up and testing of that machine to the schedule when testing the tabulator. Laura reported that we have the cards for the tabulator and thumb drive for the Accessible Voting Machine, so the test can be scheduled. Date and time was set at Tuesday, October 20 at 11am to run these tests. Terry, Herb, Laura, Pat, Patty and Heather will do the testing. We also set a date to do training for Election workers, which can be done on Zoom if everyone has a sample of what the checklist will look like. The decision was made to hold a BCA meeting/training session on Thursday, October 29 at 7pm.

**WORK ON VOTER CHECKLIST FOR TOWN MEETING 2021 UPDATES** - On track for after the election. Patty and Heather can help to make that happen.

**OTHER LAWFUL BUSINESS (Schedule next BCA meeting)**

Should we set a BCA meeting after the election. If we are going to talk about the town checklist, we need as many members there as can be. BCA meeting set for Tuesday, November 10 @ 7pm.

**ADJOURN**

Nora moved to adjourn at 8:10pm, Elizabeth 2<sup>nd</sup>. Meeting adjourned at 8:10pm

Respectfully submitted

Patty Kenyon, Clerk