

**Board of Civil Authority Meeting - 2/4/2021**  
**7 pm - Unapproved Minutes**

**BCA Present:** via Zoom - Patty Kenyon, Heather Grier, Leslie Silver, Meredith Morgan, Nance Dean, Laura Castle, Elizabeth Cooper. At the town office - Terry Redfield, Neil Russell.

**Public Present:** via Zoom - Kimberly Bushnell - Moderator

Terry called to order at 7:00pm

**APPROVAL OF MINUTES:** January 7, 2021

Heather moved to approve the minutes of January 7, 2021 as presented, Leslie 2nd. All in favor, motion carried.

**MARCH 2, 2021 TOWN MEETING PREPARATIONS**

- a) **Informational Meeting Monday night, March 1 - virtual capability** - There was discussion about Zoom meetings logistics. Topics included whether the Zoom moderator should be someone outside of the Selectboard to ensure that Selectboard members are fully available to answer questions and record the minutes of the meeting. Other points of interest touched on how best to maintain the normal protocols of town meeting as in only people on the voter checklist are allowed to raise questions without a vote from the floor.

Leslie moved to have the sub-committee working on Zoom logistics set up the group of co-hosts and schedule a practice run. Heather 2<sup>nd</sup> All in favor, motion carried.

The members agreed on a tentative date for a Zoom practice on Thursday, February 18 at 7pm provided the necessary members of the moderator's team are available that evening. The intent is to invite other town office holders to join into this meeting so that we have a complete representation of all technology platforms and a larger group to work through possible challenges.

- b) **Zoom challenges for a larger audience** - Will be worked out at the sub-committee level.

Kimberly asked for the board's input regarding the intention to ask folks to submit questions before town meeting, i.e. should she, receive questions as the moderator? If so, does setting up a special email address to receive those questions make sense? The group was in agreement that it would be great to have questions submitted ahead of time and a separate email going directly to the moderator seemed the best way to assemble those questions.

c) **Other logistical issues** - Questions were raised about the status of ordering the ballots. Laura reported that the ballots should be in within a couple of days. Once we have the ballots, we'll need to go through the tabulator testing process.

**VOTER CHECKLIST PREPARATIONS:** Laura reported that she has done some updates to the checklist and would like to go over them with Patty and Heather. Patty and Heather will go in this Saturday at 9am to work on any updates and changes that need to happen within the state elections system.

**OTHER LAWFUL BUSINESS (if any)** - none.

**ADJOURN**

Leslie moved to adjourn at 7:40pm, Heather 2<sup>nd</sup>. Meeting adjourned at 7:40 pm

Respectfully submitted,

Patty Kenyon, Clerk