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3 **CITY OF ESSEX JUNCTION**
4 **BOARD OF CIVIL AUTHORITY**
5 **REGULAR MEETING**
6 **MINUTES OF MEETING**
7 **February 8, 2023**

8 **JUSTICES OF THE PEACE/BCA MEMBERS PRESENT:** Kelly McCutcheon Adams (via Zoom),
9 Andrew Brown (also City Councilor) Marcus Certa, Raj Chawla (also City Councilor), Diane Clemens,
10 Cheri Davis, Dylan Giambatista (via Zoom), Gibson Smith, Dennis Thibeault, Carmon Verasamy.

11 **CITY COUNCILORS PRESENT:** Dan Kerin, Amber Thibeault (via Zoom), George Tyler.

12 **ADMINISTRATION:** Regina Mahony, City Manager; Susan McNamara-Hill, City Clerk/Treasurer.

13 **OTHERS PRESENT:** None.

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15 1. **CALL TO ORDER**

16 Dylan Giambatista called the meeting to order at 6:00 P.M.

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18 2. **AGENDA ADDITIONS/CHANGES**

19 There were no proposed agenda changes.

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21 3. **APPROVE AGENDA**

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23 **DIANE CLEMENS made a motion, and GEORGE TYLER seconded, to approve the agenda.**

24 **VOTING: unanimous; motion carries.**

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26 4. **PUBLIC TO BE HEARD**

27 a. Comments from public on items not on the agenda

28 None.

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30 5. **BUSINESS ITEMS**

31 a. Election of Chair and Vice Chair

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33 **DIANE CLEMENS made a motion to nominate Dylan Giambatista as Chair. VOTING: unanimous;**
34 **motion carries.**

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36 **GEORGE TYLER made a motion, and DAN KERIN seconded, to nominate Marcus Certa as Vice**
37 **Chair. VOTING: unanimous; motion carries.**

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39 b. Discuss and approve new polling location (Champlain Valley Fairgrounds)

40 Clerk McNamara-Hill said that the City has been trying to find a site for a new polling location as an
41 alternative to the school and that Champlain Valley Fairgrounds seems like a good contender. She noted
42 that the next election would be April 11, 2023, and that it would be the first time that the City's citizens
43 won't be participating in the Town election. She said that 2024 would also be a busy election year.

44
45 Ms. McCutcheon-Adams asked what is considered less ideal in the school-based polling setting that
46 would be improved at the Fairground. She also asked about any concerns about transportation and
47 access. She additionally cited concern that this would go into effect in April, which seems too soon.
48 Clerk McNamara-Hill said that the parking situation at the Fairgrounds would be better than the high
49 school and that walkability would not be an issue either. Ms. Clemens noted that the Fairground has
50 level ground and would require less uphill walking than at the school. She also noted that the
51 Fairgrounds are air-conditioned and would have better acoustics.

52

53 Chair Giambatista asked if there is still the possibility of using the high school as a polling place if they
54 decide not to pursue the Fairground. Clerk McNamara-Hill replied that the City has not changed their
55 arrangement with the high school yet. Chair Giambatista asked how the City would notify voters to head
56 to the correct polling station and asked whether there would be a process to redirect voters who show
57 up at the wrong polling place. Clerk McNamara-Hill replied that the City would like to send postcards to
58 voters as soon as possible to communicate this change, as well as include communication in the ballots
59 that are mailed to voters notifying them of this change.

60
61 Others expressed comfort with the proposal to pursue moving the polling place from the high school to
62 the Fairgrounds, and supported the development of a robust communications plan.

63
64 **DAN KERIN made a motion, and ANDREW BROWN seconded, to approve the new polling**
65 **location of the Champlain Valley Fairgrounds effective with the April local elections for the City.**
66 **VOTING (by roll call): Kelly McCutcheon-Adams – nay, Andrew Brown – aye, Marcus Certa – aye,**
67 **Raj Chawla – aye, Diane Clemens – aye, Cheri Davis – aye, Dylan Giambatista – aye, Gibson**
68 **Smith – aye, Dennis Thibeault – aye, Carmon Verasamy – aye, George Tyler – aye, Dan Kerin –**
69 **aye, Amber Thibeault – aye, Susan McNamara-Hill – aye (13 ayes, 1 nay); motion carries.**

70
71 c. Approve Election Workers

72 Clerk McNamara-Hill noted that the City is looking to add a number of additional election workers,
73 including Catherine Stebbins, Robin Moore, Scott Moore, Katherine Shepherd, and Dan Kerin.

74
75 **KELLY McCUTCHEON-ADAMS made a motion, and MARCUS CERTA seconded, to approve the**
76 **slate of election workers. VOTING: unanimous; motion carries.**

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78 d. Other business

79 Clerk McNamara-Hill noted that the Board of Civil Authority is responsible for overseeing the checklist
80 for purging and challenging, though they have tended to delegate this to the Clerk. She said that she
81 would be happy to send the checklist to BCA members upon request.

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83 **6. ADJOURN**

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85 **MARCUS CERTA made a motion, and DAN KERIN seconded, to adjourn the meeting. VOTING:**
86 **unanimous; motion carries. The Board of Civil Authority adjourned at 6:32 P.M.**

87
88 Respectfully Submitted,
89 Amy Coonradt