

**CITY OF ESSEX JUNCTION  
BOARD OF CIVIL AUTHORITY (BCA)  
REGULAR MEETING  
MINUTES OF MEETING  
FEBRUARY 11, 2025**

**BCA MEMBERS PRESENT:** Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Marcus Certa, Sandra Chittenden, Diane Clemens, Stephanie Holden, Susan McNamara-Hill (Clerk), Tim Miller, Brian Shelden, Gibson Smith, Amber Thibeault, Carmon Verasamy, Elisa Ziglar

**STAFF PRESENT:** Regina Mahony, City Manager

**MEMEBERS OF THE PUBLIC PRESENT:** None

**1. CALL TO ORDER**

Mr. Giambatista called the meeting to order at 6:02 PM.

**2. AGENDA ADDITIONS/ CHANGES**

Mr. Giambatista requested that the meeting minutes be discussed at the end of the meeting.

**MARCUS CERTA made a motion, seconded by TIM MILLER, to amend the agenda. Motion passed 13-0.**

**3. APPROVE AGENDA**

**MARCUS CERTA made a motion, seconded by TIM MILLER, to approve the amended agenda. Motion passed 13-0.**

**4. ORGANIZATIONAL MEETING**

**a. Introduction of BCA members and Staff (Dylan Giambatista)**

All members and staff introduced themselves. Mr. Giambatista said that online training information for the state ethics policy will be distributed to all BCA members.

**b. Election of Chair and Vice Chair (Clerk)**

**DIANE CLEMENS made a motion, seconded by BRIAN SHELDEN, to nominate DYLAN GIAMBATISTA as Chair.**

**MARCUS CERTA made a motion, seconded by ELISA ZIGLAR to appoint DYLAN GIAMBATISTA as Chair for the term of 2025-2027. Motion passed 13-0.**

**BRIAN SHELDEN made a motion, seconded by TIM MILLER, to nominate JORDAN VERASAMY as Vice-Chair.**

**STEPHANIE HOLDEN made a motion, seconded by MARCUS CERTA, appoint JORDAN VERASAMY as Vice-Chair for the term of 2025-2027. Motion passed 13-0.**

**5. BUSINESS**

**a. Introduction of BCA and BoA responsibilities (Dylan Giambatista)**

Mr. Giambatista said that the Board of Civil Authority works on elections and hears tax appeals as the Board of Abatement. He discussed how the municipal abatement process works, and the statutory definitions for such. The BCA can hear abatements in both open and deliberative (closed) session.

**b. Election Administration discussion (Regina Mahony, City Manager)**

Ms. Mahony shared a memo about election administration. With one polling location, a presiding officer is no longer legally required. Ms. Mahony detailed the tasks of the presiding officer. Now that Essex Junction has both a Clerk and Assistant Clerk, it makes sense to align with the statute and move the responsibilities of the presiding officer to the Clerk's office. Training for clerk's office staff was discussed. Mr. Certa suggested that the transition take more than a year, as this year's election will operate differently than typical. He also expressed concern about the staff capacity to manage the duties of the presiding officer. Ms. Ziglar concurred and asked what the BCA could do to support staff prior to election day. Ms. McNamara-Hill said that the BCA has also helped to count ballots in the past and said that she is working on providing more background on how elections are run. Mr. Shelden said that it would be helpful to better inform the public of the BCA's decisions and processes. Ms. Holden asked about the possibility of having two polling sites and Mr. Giambatista said that this is unlikely unless redistricting shows a large population increase. Payment for the presiding officer and poll workers was discussed. Ms. Carmen Verasamy said that she agrees with Mr. Certa to extend the timeline on the handover of election duties to paid staff.

**MARCUS CERTA made a motion, seconded by CARMON VERASAMY, to accept the transition memo with the amendment that the transition period be two years. Motion passed 13-0.**

Mr. Giambatista thanked Ms. Clemens for her service as presiding officer, as well as all other election volunteers and staff.

**c. 2025 Municipal and School Election Update**

Ms. McNamara-Hill said that the City is sending a postcard telling all active voters that they will need to request a ballot for municipal elections. The school election will be held on April 8, 2025, the same day as the municipal elections. Mr. Giambatista said that it would be helpful to determine what kind of training that election workers will need.

**d. Appoint election officials**

Mr. McNamara-Hill read the names of six potential election officials.

**MARCUS CERTA made a motion, seconded by STEPHANIE HOLDEN, to approve the slate of new election officials. Motion passed 13-0.**

**6. APPROVE MINUTES OF PREVIOUS MEETINGS**

**a. Minutes of Meeting 10/15/2024**

**b. Minutes of Meeting 1/25/2025**

**MARCUS CERTA made a motion, seconded by JORDAN VERASAMY, to approve the minutes of 10/15/2024 and 1/25/2025. Motion passed 10-0-3, with BRIAN SHELDEN, ELISA ZIGLAR and STEPHANIE HOLDEN abstaining.**

**7. ADJOURNMENT**

Mr. Giambatista requested that election volunteers be notified of the change in election administration. Ms. Holden for information about performing weddings, Mr. Giambatista said that there is a guide for Justices of the Peace with information on officiating weddings.

**ELISA ZIGLAR made a motion, seconded by MARCUS CERTA, to adjourn the meeting. Motion passed 13-0. Meeting adjourned at 7:32 PM.**

Respectfully Submitted,

Darby Mayville

Recording Secretary