

**CITY OF ESSEX JUNCTION  
BOARD of CIVIL AUTHORITY  
REGULAR MEETING  
MINUTES OF MEETING  
JULY 6, 2026  
APPROVED ON SEPTEMBER 14, 2026**

**BCA MEMBERS PRESENT:** Jordan Verasamy, Vice-Chair; Kelly Adams (remote), Bethany Clark (remote), Diane Clemens, Cheri Davis (remote), Stepanie Holden, Susan McNamara-Hill (Clerk), Cathy Shearer, Amber Thibeault (remote), Carmon Verasamy, Elisa Ziglar

**MEMBERS OF THE PUBLIC PRESENT:** None

**1. CALL TO ORDER**

Ms. Jordan Verasamy called the meeting to order at 6:22 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. APPROVE AGENDA**

**ELISA ZIGLAR made a motion, seconded by CARMON VERASAMY, to approve the agenda. Motion passed 11-0.**

**4. APPROVE MINUTES of PREVIOUS MEETINGS**

**a. May 4, 2026**

**CARMON VERASAMY made a motion, seconded by ELISA ZIGLAR, to approve the minutes of May 4, 2026. Motion passed 11-0.**

**5. PUBLIC to be HEARD**

Ms. Carmon Verasamy said the caucus for nominating Justices of the Peace (JOPs) for the November ballot will occur on July 13. She requested that anyone who is interested in being nominated please let her know.

**6. BUSINESS ITEMS**

**a. August 11 Primary Election**

**i. Help with receiving absentee ballots**

Ms. McNamara-Hill said she will need a few JOPs to assist with opening absentee ballots. Several members indicated their ability to assist at various times.

**ii. Sick ballots**

Ms. McNamara-Hill said no requests have been received; however, it is ideal to have two members of opposing political parties working together to bring sick ballots to anyone who requests one. Members of the BCA will be available to assist with this.

**iii. Early processing?**

Ms. McNamara-Hill asked the BCA if they would like to investigate early processing for mail-in ballots. She said she is unsure if it is necessary for the primary but could save time in the general election. Ms. Clemens suggested engaging Republican election officials in this process. Ms. Carmon Verasamy discussed public concerns with election integrity. The BCA decided not to process ballots early for the primary.

**b. Appoint Election worker(s)**

**JORDAN VERASAMY made a motion, seconded by ELISA ZIGLAR, to approve Marcus Certa and Kelly Adams to be election workers. Motion passed 10-0-1, with KELLY ADAMS abstaining.**

**c. BCA Rules of Procedure (for tax assessment appeals)**

**JORDAN VERASAMY made a motion, seconded by CARMON VERASAMY, to table the BCA Rules of Procedure (for tax assessment appeals) for the next meeting. Motion passed 11-0.**

Answering a question from Ms. Ziglar, Ms. McNamara-Hill discussed the tax appeal process and timeline. The Vermont League of Cities and Towns will also offer virtual training opportunities for BCA members.

**7. ADJOURNMENT**

**ELISA ZIGLAR made a motion, seconded by JORDAN VERASAMY, to adjourn the meeting. Motion passed 11-0. Meeting adjourned at 7:19 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary