

**BOARD OF CIVIL AUTHORITY MINUTES
TUESDAY, SEPTEMBER 6, 2022**

Board Members Present: Richard Bailey, Lisa Barry, Susan Bartlett, Chasity Fagnant, Brian Jones, Pixie Loomis, Kim Moulton, and Tina Teale

Board Members Remote: Ed French, Riki French and Mitzi McInnis

Others Present: Bill Bruner and Krista Jones, Assistant Town Clerk

S. Bartlett called the meeting to order at 6:30pm on September 6, 2022. The meeting was turned over to K. Moulton

1) Appoint Presiding Officer for General Election and 2023 Town Meeting

K. Moulton explained that the presiding officer for all elections is the Town Clerk. In the absence of the Town Clerk, the Presiding Officer is appointed by the BCA. K. Moulton stated that with her upcoming surgery, she will have zero immunity after surgery for 6 mos. Her doctors have already stated that she will not be allowed to work or manage the 2022 General Election or the 2023 Town Meeting. The BCA will need to appoint someone to be the Presiding Officer for both elections.

S. Bartlett asked what the job would be and does K. Moulton have any recommendations. K. Moulton stated that she has been working closely with Krista Jones, the Assistant Town Clerk, during the recent August Primary Election. Krista has been to tabulator training and election training. K. Moulton recommended Krista Jones be appointed Presiding Officer for the two elections.

There was general discussion about Linda Martin assisting in the office during K. Moulton's time out of office. It was noted that Linda would be able to assist during the election, as well. As a former Town Clerk, she would have that institutional knowledge for elections and would be another resource for Krista.

There was general discussion about how K. Moulton engaged Krista Jones, Mitzi McInnis, Chasity Fagnant and Eliza Peters to learn and do some of the tasks usually done by K. Moulton at an election. This will allow these people to provide assistance to the Presiding Officer on election day.

R. Bailey made a motion that was seconded by C. Fagnant to appoint Krista Jones as Presiding Officer for the 2022 General Election and 2023 Town Meeting. Motion passed unanimously by a voice vote.

2) Approve list of Election Workers

K. Moulton stated that the list of Election Workers is made up of people that have assisted during elections in the past. These people are not BCA members as BCA members are already election workers by statute. The people on the Election Worker list would be called

on to fill in for election tasks when BCA members are not able to fill all the elections shifts needed. It was noted that people could be added to the list prior to the General Election and that a new list would be approved prior to Town Meeting in 2023.

S. Bartlett asked how many people are needed. K. Moulton stated that 8 people will be needed for absentee ballot processing and 5 people will be needed to cover each of the 3 shifts available on election day. K. Moulton states that the 3 shifts are 7am to noon, noon to 4pm and 4pm to 7pm with ballot counting starting at 7pm.

L. Barry made a motion that was seconded by E. French to approve the list of election workers. Motion passed unanimously by a voice vote.

3) Appoint BCA member to organize absentee ballot processing for General Election

S. Bartlett noted that the state is again sending ballots out to all active voters. K. Moulton explained the potential extra work that could be created by this process. There was general discussion of election day processes for in person voting. There was more discussion of the early absentee ballot processing prior to election day. P. Loomis stated that early absentee ballot processing was very thorough, checked and double checked. K. Moulton stated that she is looking for someone to step forward to organize the early absentee ballot processing prior to the elections. K. Moulton explained the process that was used and what would be expected of the person who volunteers. P. Loomis asked some general questions about gathering the volunteers for the early absentee ballot processing. K. Moulton explained how she's done that in the past. P. Loomis volunteered to organize the early absentee ballot processing.

4) Appoint BCA member to organize poll worker staffing for General Election

Mitzi McInnis volunteered to organize the poll worker schedule for election day.

5) Other Business

There was no other business.

B. Jones made a motion to adjourn that was seconded by K. Moulton. Motion passed unanimously by a voice vote. The meeting adjourned at 6:55pm.