

Minutes of Meeting

COVENTRY BOARD OF CIVIL AUTHORITY

Thursday, February 21, 2019

5:30 p.m.

Coventry Town Office

168 Main St, Coventry, VT 05825

Board of Civil Authority Present:

Justice of the Peace: Donald Hunt (interim Chairman); Cheryl Currier, Melissa Gallup, Richard Lussier,
Anita Allen

Not Present: Sherry Bradley, John Miller

Town Select Board: Scott Briere

Not Present: Michael Marcotte, Brad Maxwell

Town Clerk: Deb Tanguay

Public Guests: Martha Sylvester, Susan Cloutier

1.) Call to Order: Deb asked for a motion to be made to nominate Donald Hunt as interim Chairman for this meeting. {MG/AA}. BCA interim Chairman Donald Hunt called the meeting to order at 5:30 PM after having noted a quorum of BCA members. BCA Members present signed in.

Ms. Tanguay stated there was an item to be added to the agenda as election officials were required for the Coventry School Informational Meeting to be held on Monday, March 4th at the school.

2.) BCA Re-Organization: A motion was made to nominate John Miller as Chairman for the board. There were no other nominations. {DH/RL}. Motion to nominate Don Hunt as Vice Chair for the board. There were no other nominations. {RL/MG}. There was no discussion and motions carried unanimously.

3.) Approve Minutes of October 30, 2018: A motion was made to accept the Minutes of the October 30, 2018 with the corrections as stated. {MG/SB} There was no discussion and motion carried unanimously.

4.) Public Comments: There were none.

5.) Residency discussion on Voter challenge and Voter application (2 different residents): Discussions commenced regarding the residency of Mrs. Cloutier. The Board asked questions of her to help assist with the determination of her residency. Mrs. Cloutier presented some informational items; such as license, utility bills, and change of address of her and her husband's 2017 personal tax return from Brownington to Coventry. Mrs. Cloutier was told she will be presented the Board's decision on Friday, February 22nd via email and with a letter mailed. She was in agreeance. With no further discussion, a motion was made to enter deliberative session at 5:56 PM and {DH/MG}. The Board came out of deliberative session at 6:09 PM. The Board's decision on the Voter challenge required Mrs. Cloutier to be removed from the Brownington Town voter checklist and submit a copy of her Vermont Homestead Declaration filed. The Board's decision on the Voter application was to reject the request of being added to Coventry's voter checklist until additional information was presented to confirm residency.

6.) Review of Voter Checklist: The voter checklist and a report of voter additions/deletions was reviewed. Notations were made by Board members of voters to challenged. Deb will mail out challenge letters. The Board will go thru a thorough review of the voter checklist this summer and determine additional voters who should be challenged or those who can be removed.

7.) Review of Election Procedures and entry/exit checklist: There was a brief discussion on the Election and on the Entry/Exit Checklist procedure.

8.) Schedule Ballot Clerk Seating and Floor Plan layout ~ General Election: BCA Members designated their timeframe of working the polls.

9.) Schedule Ballot Clerk Seating and Floor Plan layout ~ Coventry School Informational Meeting: BCA Members designated their timeframe of working the meeting.

10.) Rules of Procedure – Discussion for first draft: Deb presented the Board a copy of VLCT's Rules of Procedure that the BCA should review, complete, and enforce as their duties are performed. It was determined this had not been done in the past, and was suggested by Deb that it should become normal practice of review and implementation. Deb did state that this request was not made from the Coventry Select Board but rather from conversations of fellow Town Clerks that have instilled this procedure. The Board read thru and made necessary changes. Deb will prepare the second draft according to the Board's adjustments and will distribute to the Board for another review. Said document will be approved at the next Board meeting this summer.

11.) Adjournment: There was a motion to adjourn the meeting at 6:55 PM {SB/MG}. There was no discussion and motion carried unanimously.

John Miller
Chairman, Board of Civil Authority

Deb Tanguay, Town Clerk

