

**TOWN OF LOWELL
BOARD OF CIVIL AUTHORITY (BCA)
MEETING MINUTES**

Meeting held on Thursday, June 1, 2017 at 4:00 p.m.

Board members present: Steve Mason, Dwight Richardson, Jeff Parsons, Alden Warner, Gilbert (Gib) Hill, Daphne Dolan- Christiansen, Sadie Willey, Sandy LaDeau/ Secretary/ Town Clerk. A quorum of the BCA was present.

1. Sandy LaDeau called the meeting to order at 4:00 p.m.
2. Jeff Parsons made a motion to accept the Minutes with the correction to add Jeff Parsons' name as present from the meeting on October 18, 2016; Alden Warner seconded. Passed unanimously.
3. Re-organization:
 - Daphne Dolan–Christiansen made the motion to nominate Steve Mason for Board Chair, Jeff Parsons seconded. Passed unanimously.
 - Sadie Willey made the motion to nominate Daphne Dolan-Christiansen for Vice-Chair, Dwight Richardson seconded, passed unanimously.
 - Alden Warner made the motion to nominate Sandy LaDeau for Secretary, Jeff Parsons seconded, passed unanimously.
4. After reviewing the checklists, it was noticed dates of birth were incorrect. It was decided to wait and review an updated checklist at the next BCA Meeting held sometime in September 2017. Sandy LaDeau will notify the Board when a date is picked.
5. The Board instructed Sandy LaDeau that to find the list of voters to whom Challenge Letters were sent, and who responded and who didn't respond. They would also like to know how long someone that is on the Voter Registration List and that has received and not responded to a Challenge Letter, is to stay on the list.
6. Jeff Parsons made the motion to adjourn. Alden Warner seconded. Passed unanimously. Meeting adjourned at 4:40 p.m.

* Sandy LaDeau contacted the Vermont Secretary States Office and learned that when the BCA directs the Secretary to send a challenged letter to a voter and the voter returns it signed and noting that they no longer live in Lowell, it is then that the BCA Secretary can remove the voter from the Voter Registration List. If the letter to the voter is not returned, the voter may be purged from the list after they have not voted for two (2) General Elections.