

TOWN OF BELVIDERE
Belvidere Board of Civil Authority
January 31, 2024
6:30 pm

Attendance: Cathy Mander-Adams, Town Clerk; Andy Iwaskiewicz, JP; Stephanie Domina, JP; Thad Tallman, JP; Ken Adams, Jr., Selectboard; Earl Domina, Jr.

BCA Meeting called to order at 6:34 pm

Call to Order – Thad Tall

Elect Chair-Thad Tallman was nominated and elected to be the Chair of the BCA for 2024

Review Election Calendar: Three Election days in 2024

1. March 5, 2024 – Belvidere Town Meeting Day - Three different ballots for voting;
 - a. Town Meeting election
 - b. Presidential Primary
 - c. LNMUUS District School Budgets (3)
2. Statewide Primary Election Day – August 13, 2024
3. General Election Day – November 5, 2024
4. Give the Town Clerk permission to process any and all registered voter applications, open ballot outer envelopes for processing, update checklist as deaths are reported. Email updated checklist for review prior to each election moving forward.
 - a. Approved by voice vote.
5. Absentee ballots for Presidential Primary and Statewide Primary can be requested to be mailed. Ballots for General Election (November 5) **will be mailed to every registered voter** by Secretary of State's Office. Ballots will be available in the Town Clerk's Office if necessary.

Town Meeting:

- Time to open polling place for every election in 2024 calendar year.
 - Motion made, seconded and approved to open polls for all elections at 10:00 am
- Andy will help Cathy set up the Multi-Purpose room at Belvidere Central School on Monday at 1:00 pm.
- BCA agreed that there should be four (4) Assistant Election Officials (AEO) at the Check-In and Check-Out table for the Presidential Primary ballots and LNMUUSD Budget ballots:
 - Two (2) AEO will Check-In and Check-Out Presidential Primary Ballots; and two (2) AEO will Check-In and Check-Out LNMUUSD Budget ballots. Provide two (2) separate checklists and clearly mark them for Presidential Primary (Entrance & Exit) and LNMUUSD Budget (Entrance & Exit). These polls close at 7:00 pm.
 - BCA need to be present at 7:00 pm to count ballots for all elections.
- BCA agreed there should be four (4) AEO's at the Town Meeting table; two at the Entrance checklist and two at the Exit checklist. Duty ends at the close of Town Meeting.
- Ken & Andy will transport the LNMUUSD ballots to Hyde Park and help count.
- Thad will return to the Town Clerk's Office with Cathy to process Election Day results (Presidential Primary) in the Vermont Elections Management System (required by SOS).

- Lucy Howard will be available at Town Meeting to provide Voter Registration applications should there be a request.
- A suggestion from the Secretary of State's Office is to mail a Town Report to every mailing address in Belvidere. Resident's with out of town mailing address will have the report mailed to them.
- Thad Tallman will handle the Entrance checklist at the LNMUUSD meeting on February 19 at the Green Mountain Technology & Career Center.
- Cathy will find residents to help with the many checklists. She has a list of previous AEO's.
- Accessible Voting Machine must be available for voting for the Presidential Primary. Cathy will find and train (if necessary) an AEO to assist any voter who wishes to use it.
- If I receive any requests for ballots to be delivered for the Presidential Primary

Review Voter Checklist: No changes can be made at this time.

Adjourn: 7:21 pm