



BOARD OF CIVIL AUTHORITY DRAFT MINUTES

3 AUGUST 2026

The South Burlington Board of Civil Authority held a meeting on 3 August 2026, at 5:00 p.m., in Room 301, City Hall, 180 Market St.

Members Present: C. Shaw, Chair; T. Barritt, D. Kinville, L. Bailey, A. Chalnack, H. Rees, A. Pugh, M. Vigneau, E. Fitzgerald, M. St. Germain

Also Present: S. Hinckley

1. Welcome:

Mr. Shaw welcomed members to the meeting.

2. Review evacuation plans in case of an emergency.

Ms. Reese reviewed emergency plans.

3. Approve Minutes from 21 February 2026:

Mr. Chalnack moved to approve the Minutes of 21 February 2026 as presented. Mr. St. Germain seconded. The motion passed with all present voting in favor.

4. Review Election Master Schedule for 11 August 2026:

Ms. Rees noted there has been a lot of confusion about this election. Some voters are asking for only the State Primary ballot or only the local ballot. Because of this, there will be 2 separate checklists, one for the State ballot and one for the local ballot. Ms. Rees also suggested there not be pre-processing of ballots that have been received. She then reviewed the process as to how voters will be given ballots and how they will proceed to vote.

Ms. Hinckley noted that there have been a number of ballots received that have not been returned correctly (e.g., all the ballots in one envelope). Ms. Rees said these voters have been notified and invited to come in and correct their errors. Some have not been willing to do this. Their envelopes will be sent to the polls in case they do show up there.

Ms. Rees noted that people who are declaring themselves as “write-in candidates” have until Thursday to turn in their petitions. There will be information in the binders on Election Day as to how to specifically handle votes for those candidates.

5. Approve list of election workers for 11 August 2026:

Mr. Chalnack moved to approve the list of election workers for 11 August 2026 as presented. Mr. Barritt seconded. Motion passed with all present voting in favor.

6. Confirm Rate of Pay for Presiding Officers and Election Workers:

Mr. Barritt suggested the State minimum wage for election workers and the State minimum wage plus \$5.00 for Presiding Officers.

Mr. St. Germain then moved to pay election workers the State minimum hourly wage and Presiding Officers the State minimum hourly wage plus \$5.00. Mr. Chalnack seconded. The motion passed with all present voting in favor.

7. Review of Policies:

a. Poll Watchers:

Ms. Rees said she did not anticipate there being poll watchers at the Primary Election and noted that the City’s policy should be updated before the November election.

Ms. Kinville said the main point is that poll watchers cannot interfere with the check-in table. Ms. Rees said there will be a spot identified for them. Mr. Shaw added that poll watchers should identify which candidate or which issue they are there for.

b. ICE at the Polls:

Ms. Rees said she has had a number of calls regarding protection of ballots. She stressed that ICE is not allowed in the building, and they cannot impede voters going into or out of the building. There will be phone numbers available for the Secretary of State’s Office, the State Police, and the local Police if a concern arises.

c. Press at the Polls:

Members of the Press must stay far enough away so they do not photograph people’s ballots. They should remain behind the barrier.

d. Political Signs:

Public Works is responsible for signage. Signs can be put out 2 days before the election and must be removed after the election. A candidate who has been putting signs on trees and telephone poles has been instructed to remove them.

e. Politics at the Polling Place:

People entering to vote can have “slogans” on caps or shirts as long as the candidate’s name is not included. There will be identified areas for candidates to stand at the polling places.

f. Firearms:

No firearms may be brought into a polling place. If an issue arises, call the Police.

8. Confirm current absentee ballot issuance and return rates:

As of today, 1,234 State Primary ballots have been issued, and 662 have been returned. 1,135 local ballots have been issued, and 694 have been returned.

9. Discussion of Early Processing Needs:

Members agreed not to have a pre-processing session.

10. Other Business:

Ms. Rees noted that the Food Shelf will be doing a drive at each polling location.

Ms. Rees also noted that 2 candidates are Board members. They have been asked that they not be there when the polls are open and not have their names posted anywhere.

Ms. Bailey and Mr. Shaw volunteered to deliver ballots to anyone who calls in with a disability that will keep them going to the polls.

As there was no further business to come before the Board, Mr. Chalnack moved to adjourn. Ms. Pugh seconded. The meeting was adjourned at 5:48 p.m.

_____, Clerk