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|-------------------------------------|-------------------|
| <b>BCA Members</b>                  |                   |
| <input type="checkbox"/>            | Liz Scharf, Chair |
| <input checked="" type="checkbox"/> | Mary Just Skinner |
| <input checked="" type="checkbox"/> | Phil Hyjek        |
| <input checked="" type="checkbox"/> | Steve Martin      |
| <input checked="" type="checkbox"/> | Peter Hood        |
| <input checked="" type="checkbox"/> | Theo Kennedy      |
| <input type="checkbox"/>            | Doug Lombard      |
| <input checked="" type="checkbox"/> | Chris McVeigh     |
| <input type="checkbox"/>            | Jan Thouron       |
| <input checked="" type="checkbox"/> | Sarah Merriman    |

**MIDDLESEX BOARD OF CIVIL AUTHORITY**  
**Thursday, September 24, 2020**  
**6:00 PM**  
**SPECIAL MEETING**  
**VIA ZOOM**  
**Middlesex Town Clerk's Office**  
**5 Church Street**  
**Middlesex, VT 05602**  
**802-223-5915**

**MINUTES**

*Due to public health concerns over COVID-19, the Board of Civil Authority is holding its meetings via Zoom for the foreseeable future. In order to listen to and participate in this public meeting, please see instructions below. \*\* If you encounter problems accessing the meeting, please call the Town Clerk's Office at 802-223-5915.*

PRESENT: Vice Chair Chris McVeigh, Members Peter O. Hood, Mary Just Skinner, Steve Martin, Phil Hyjek, Theo Kennedy and Sarah Merriman.

**Call to Order/Amendments**

Chris called the meeting to order since the Chair was not present.

**Processing of Absentee Ballots for the General Election on November 2, 2020**

While COVID-19 precautions permit absentee ballots to be processed before the November 3, 2020 General Election, as Town Clerk, for the sake of safety and public transparency, Sarah suggested the BCA follow established statute - 17 V.S.A. § 2546a – governing the processing of absentee/early ballots the day before Election Day.

**MOTION:** Steve moved and Phil seconded approving the processing of absentee ballots per 17 V.S.A. § 2546a in the Town Clerk's Office or, if necessary, Town Hall on Monday, November 2, 2020. The motion passed.

**Authorizing designated Elections Officials to Process Absentee Ballots**

**MOTION:** Mary moved and Steve seconded appointing the following as Assistant Elections Officials authorized to process absentee ballots on November 2, 2020: Assistant Town Clerk David Smith, Treasurer Dorinda Crowell, Betsy Davis, and Susan Clark. The motion passed.

**Executive Session**

**MOTION:** Phil moved and Steve seconded entering Executive Session to discuss pending or probable civil litigation or prosecution, to which the public body is or may be a party per 1 V.S.A. § 313(a)(1) The motion passed and the Board entered at 6:06 PM. The Board exited at 6:16 PM. No public action was taken.

The Board adjourned at 6:19 PM.

Respectfully submitted,

Sarah Merriman  
Town Clerk/Select Board Assistant