



Special Meeting

Wednesday, February 4, 2026, 6:00 p.m.

Community Room, 43 Bombardier Road, Milton, VT 05468

In Person and/or Via Zoom

Members Present: Diane Barrows, Selectboard Member; Charles Barsalow, JP; Kristin Beers, Clerk; Mary Ann Duffy Godin, JP; Reginald Godin, JP; Denise Hughes, JP; Jon Hughes, Chair; Leland Morgan, JP & Selectboard Member; Michael Morgan, JP & Selectboard Member; Wendell Noble, JP; Lonnie Poland, JP; Brenda Steady, JP & Selectboard Member; Kary Towne, JP

Members Absent: Darren Adams, Selectboard Member; Jean Anne Branch, JP; Steve Burke, JP; Kevin Endres, JP; Robin Woods-Brisson, JP

Others Present: Thomas Hughes, Betsy Paret

I. Call to Order

The Board of Civil Authority meeting was called to order by Kary Towne at 6:04 PM.

II. Public Forum

None.

III. Approval of Prior Meeting Minutes

Wendell Noble made a motion to approve the BCA minutes from the August 20, 2025 meeting, with a second by Charles Barsalow. Brenda Steady abstained from the vote. The motion passed unanimously.

IV. Voter Checklist Maintenance

State Law 17 VSA §2144b(d) requires the Town Clerk to periodically forward to the BCA a list of additions to the voter checklist. Kristin Beers confirmed that everyone received the emailed list of additions and changes to the voter checklist.

V. Discuss 2026 elections and schedule election workers

a) K. Beers read off the list of 2026 election dates:

- a. March 3, 2026 – Town Meeting Day election
- b. August 11, 2026 – State Primaries
- c. November 3, 2026 – General Election

- d. Other important dates include a pre-election meeting about a month before each election, pre-process ballots the Friday before each election, Tax Assessment Appeals mid-to-end of June, and abatement meetings upon request.
- b) K. Beers reminded everyone to complete their annual healthcare declaration forms before leaving.
- c) K. Beers also asked that everyone sign up for a shift for the TMD election before leaving.
- d) State Law 17 VSA §2454 requires the BCA to appoint a sufficient number of voters to serve as assistant election officials.
 - a. **Brenda Steady made a motion to approve the entire list of Milton's registered voters, from which the Town Clerk will hire workers for the Town Meeting Day election. Denise Hughes seconded, and the motion passed unanimously.**

VI. Prepare for the upcoming Annual Town Meeting Day election (March 3, 2026)

- a) K. Beers asked for volunteers to deliver ballots to ill or physically disabled voters. K. Beers hasn't received any such requests yet, but took note of those who volunteered. Deliveries can be scheduled for any time, day or evening, that work for both the voter and the Justices of the Peace.
- b) Michael Morgan made a motion to allow election officials to deposit early voter absentee ballots into the tabulator preceding the Town Meeting Day election, in accordance with the provisions of 17 VSA §2546a, on Friday, February 20 if needed and on Friday, February 27. There was a question about time and K. Beers said pre-processing ballots usually goes from 9:00 am until about 12noon. Leland Morgan seconded, and the motion passed unanimously.
- c) K. Beers reviewed election expectations, rules, tasks and duties. She pointed out that none of the candidates on this year's ballot are eligible to help as election officials. She reminded everyone to be friendly and helpful, to keep the voting room quiet, minimize visiting and be mindful not to hold up the lines. Absentee ballots can be put through the tabulator by the voter themselves, but the voter must check-in first. When counting write-in votes after the polls close, you do not need to report deceased or fictitious people, mark those down as a blank vote. K. Beers opened the discussion to anyone with questions. When a write-in is a different spelling of the same name (John Hughes versus Jon Hughes), go ahead and list both spellings separately. Ballots are expected to be available by Wednesday, February 11th and a booth will be set up in the lobby for early voting. Candidates will be asked to stand 50-feet from the entrance, in the grass, off the sidewalk - snow will be cleared. Candidate signs can be placed along Bombardier Road or held by candidates.

VII. Other Business

None.

VIII. Adjournment

A motion to adjourn was made at 6:22 PM by Leland Morgan and seconded by Denise Hughes. The motion passed unanimously

All documents pertaining to this meeting may be viewed using the following link:
<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgAm1awiYukGTaUBcv37ZS-nAUEU6bQ9r77RtUNmil0YV8Q?e=oXHoW3>

A video recording of this meeting can be found at the following location:
<https://miltonvt.gov/AgendaCenter>

Minutes recorded and submitted by Kristin Beers, Town Clerk

APPROVED
MINUTES:

Chair

Date

ATTEST:

Milton Town Clerk

Filed this day with the Milton
Town Clerk's Office.