

WESTFIELD BOARD OF CIVIL AUTHORITY

Agenda

August 27th, 2025 @ 5:00 p.m.

Westfield Town Office, 38 School Street

<https://us06web.zoom.us/j/2250879875?pwd=UjB5ZlpodkJEeEVlL3RYSTdTeWdDdz09&omn=86182080937>

Meeting ID: 225 087 9875 Passcode: 169484 Join By Phone: +1 646 558 8656 US (New York)

1. Call Meeting to Order:
2. Public Comment – 5 Minutes:
3. Additions and/or Deletions to the Agenda:
4. Organizational Meeting:
 - a. Elect Chair and Vice Chair:
 - b. Confirm Election Hours and Polling Location:
5. Review Current Voter Checklist: *(emailed in advance)*
 - a. Authorize Clerk to Send Challenge Letters To:
 - b. Authorize Clerk to Purge Challenged Voters Prior to August 27th, 2025:
Voters being purged are:
Brownfield, Jason R.
Brownfield, Lindsey
Cook, Amanda M.
Dickerson, Kaleb W.
Goff, Ronald H.
Kane, Timothy J.
Kirk, Richard S.
Naramore, Raven F.
Niedermeier, Tara M.
Roberge, James M.
Rosenberg, Michael
Zartarian, Robert
 - c. Sign Certification of Completion of Biennial Purge of the Checklist:
6. Discuss Changing to Tabulator from Hand Counting:
 - a. Pros/Cons and Costs: *(emailed in advance)*
 - b. Vote to get Tabulator from State:
7. Other Business of the Board
8. Adjourn:

Minutes from this meeting will be posted on the Town's website, <https://westfield.vt.gov/>. The audio recording will be posted on the Town's Youtube page at <https://www.youtube.com/@TownofWestfieldVT>. Minutes and audio recordings will be posted within 5 days following the meeting.

WESTFIELD BOARD OF CIVIL AUTHORITY

Minutes

August 27th, 2025 – 5 p.m.

Westfield Town Office, 38 School Street

Meeting Recordings Available to View at <https://www.youtube.com/@TownofWestfieldVT>

Town Officials Present: Jacques Couture, Selectboard Chair; LaDonna Dunn, Town Clerk; Niki Dunn, Justice of the Peace; Karen Blais, Justice of the Peace; Mike Piper, Justice of the Peace; Anne Lazor, Justice of the Peace (Partial Attendance, Via Phone)

1. **Call Meeting to Order:** Jacques brought the meeting to order at 5pm.
2. **Public Comment – 5 Minutes:** None
3. **Additions and/or Deletions to the Agenda:** LaDonna added 5D - authorizing the clerk to send challenge letters to people who have sold their properties and moved out of town.
4. **Organizational Meeting:**
 - a. **Elect Chair and Vice Chair:** LaDonna Dunn motioned to nominate Jacques Couture for Chair, no other nominations were made. Motion passed. Mike Piper nominated Karen Blais for Vice-Chair, no other nominations were made. Motion passed.
 - b. **Confirm Election Hours and Polling Location:** Current polling location is the Westfield Community Center and polling hours are 9am to 7pm. Given the availability of early voting, LaDonna requested keeping the hours the same. Mike Piper motioned to keep the polling location and polling hours the same, Karen Blais seconded. Motion passed.
5. **Review Current Voter Checklist: (emailed in advance)** The checklist was reviewed by Niki Dunn prior to the meeting and homeowners who have moved since the last Board of Civil Authority meeting were highlighted. This information was sent to the full Board of Civil Authority prior to the meeting.
 - a. **Authorize Clerk to Send Challenge Letters To:** People who the Board of Civil Authority feel no longer reside in town will receive a challenge letter. LaDonna Dunn motioned to send challenge letters to the following people: Owen Curvelo, Barbara Edwards, Allison Lerra Hornsby, Benjamin F. Hornsby, Benjamin Franklin Hornsby III, Ethan Tyler Hornsby, Noah Dylan Hornsby, Kelly R. Randall, David Rowe, Kathleen Rowe, William C. Russell, Michael Sartwell, Vivian Slayton, Robert Howard Trachtenberg, Corina M. Winchester; Mike Piper seconded. Motion passed.
 - b. **Authorize Clerk to Purge Challenged Voters Prior to August 27th, 2025:**
Voters being purged are:
 - Brownfield, Jason R.
 - Brownfield, Lindsey
 - Cook, Amanda M.
 - Dickerson, Kaleb W.
 - Goff, Ronald H.
 - Kane, Timothy J.
 - Kirk, Richard S.
 - Naramore, Raven F.
 - Niedermeier, Tara M.
 - Roberge, James M.
 - Rosenberg, Michael

Zartarian, Robert

These voters were previously sent challenge letters, and no response was received. It has been two general elections since they were challenged and can now be purged from the checklist. Mike Piper motioned to purge the above previously challenged voters, Karen Blais seconded. Motion passed.

- c. **Sign Certification of Completion of Biennial Purge of the Checklist:** Jacques Couture and LaDonna Dunn signed the Certification of Completion of Biennial Purge of the Checklist.
 - d. **Authorize the Clerk to Send Challenge Letters to People Who Have Moved Out of Town:** This would be done using property transfers and would speed up the process. Jacques questioned how people can respond to the letter. LaDonna explained that they can go online to respond, they also can sign the letter and return it in the self-addressed stamped envelope or email the town asking to be removed from the checklist. Mike Piper motioned to authorize the Town Clerk to send challenge letters to people who have moved out of town, Karen Blais seconded. Motion passed.
6. **Discuss Changing to Tabulator from Hand Counting:** The town does not have to pay for the tabulator or programming for state and federal elections.
- a. **Pros/Cons and Costs: (emailed in advance)** LaDonna spoke with the Jay Town Clerk, and she noted that the counting goes so much faster with the tabulator than with hand counting. There will still be some calculations as write-in votes still need to be hand counted. The state pays for the programming for all state and federal elections. Local elections can still be hand counted as there is a cost to have those programmed into the tabulator. When the Justices of the Peace are up for re-election the state will add that vote to the tabulator for no charge. Jacques questioned who would fix the machine if it malfunctioned. LaDonna noted the state would replace it with a new one. The tabulators are property of the State. There is no added cost to the town to do this, and it would save some money on labor costs as people won't need to stay as long after an election to do the hand counting. Karen questioned how the write-ins are counted. The ballots with write-ins are separated and taken out and counted separately.
 - b. **Vote to get Tabulator from State:** Anne Lazor motioned to get a tabulator from the State, LaDonna Dunn seconded. Motion passed.
7. **Other Business of the Board:** None.
8. **Adjourn:** Mike Piper motioned to adjourn at 5:30PM, Anne Lazor seconded. Motion passed.

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