Board of Civil Authority
Town of Fayston
Robert Vasseur Municipal Building
Meeting Minutes September 10,2025

Present: **Rick Rayfield** (Rick), **Jared Cadwell** (Jared), **Danielle Dukette** (Danielle),**Cynthia Seckler** (Cynthia), and **Madison Vasseur** (Madi).
Board Of Civil Authority (BCA)

1. Call to Order & Organization of the Board
The meeting was called to order.
Jared made a motion to elect **Rick** as Chair, with **Chuck Martel (Selectboard Chair)** as Co-Chair. Danielle seconded.
Motion passed unanimously.

2. Removal of Agenda Item #4: Rules and Procedures for the BCA

Madi explained that the rules and procedures primarily apply when a taxpayer files a grievance with the Lister's Office. Due to time constraints, and because further review is needed, this item was skipped.

3. Public Comments
No public comments were offered.

4. Agenda Item Skipped

5. Election Division Voting Portal Update
Madi provided an update that, in May, the Elections Division within the Secretary of State's Office launched a new voting portal for registered voters and municipal offices. The portal is user-friendly, offers communication templates, and includes improved election-night reporting pages.

6. Upcoming Election – November 4, 2025
Madi reported that an election will be held on **November 4, 2025**, for the **Central Vermont Career Center Bond Vote.**

- Polling location: Fayston Town Office
- Poll hours: **7:00 a.m. – 7:00 p.m.**

Due to this election falling within the statutory 90-day freeze period, any voter-checklist changes discussed at this meeting will be postponed until after the election.

7. Authorization for Checklist Maintenance
Jared made a motion to authorize **Madison Vasseur, Fayston Town Clerk**, to conduct ongoing voter-checklist maintenance. Danielle seconded.
Motion passed unanimously.

Examples of maintenance activities include reviewing death certificates, property-transfer records, and address-change forms.

8. Biennial Voter Checklist Review

The color-coded spreadsheet provided by Madi indicates:

- Voters currently challenged
- Voters whose ballots were returned after the statewide presidential-election mailing
- Voters previously flagged by Board members

Members of the BCA, reviewed and looked over the Voter Checklist to see of known changes. Madi will purge any votes that have been challenge for 2 General Elections (Challenged before November of 2022). She will also challenge any voters whose ballots were returned due to an incorrect address from the presidential mass mailing.

9. Adjournment

Rick made a motion to adjourn. Danielle seconded.
Motion passed unanimously.

Meeting adjourned.

Respectfully submitted by,
Madison Vasseur

Approved: Rick Rayfield