

DRAFT

TOWN OF DANVILLE BOARD OF CIVIL AUTHORITY MINUTES March 1, 2018

The Board of Civil Authority met at 5:30 p.m. at the Danville Town Clerk's office on March 1, 2018 for the purpose of approving the minutes of the 9/27/17 meetings; approving minutes of the 11/16/2017 meeting; electing a Chairman of BCA; electing a Vice-Chairman of BCA; designating a polling place for the annual Town and School District meeting and the NEKWM Budget vote; appointing a presiding officer and assistant presiding officer and election officials for Town Meeting; review voter checklist for additions; deletions & challenges; and appointment of Justices for delivery of ballots.

Members present were Kenneth Linsley, Dianne Langmaid, Virginia Incerpi, Ted Houle, Kellie Merrell, Phyllis Sweeney, Eric Bach, Wendy Somers and guest Sharon Daniell.

The committee reviewed the minutes of the 9/27/17 meetings. A motion was made by Ted Houle to approve the minutes. The motion was seconded by Virginia Incerpi, which was approved.

The committee then reviewed the minutes of the 11/16/17 meeting. A motion was made by Kellie Merrell to approve the minutes. The motion was seconded by Ted Houle, which was approved.

The next item of business was to elect a Chairman for the ensuing year. A motion to elect Bruce Melendy for Chairman was made by Ted Houle and seconded by Phyllis Sweeney. Ken Linsley called the vote that was voted in the affirmative.

The next item of business was to elect a Vice-Chairman for the ensuing year. A motion to elect Kenneth Linsley for Vice-Chair was made by Ted Houle and seconded by Kellie Merrell. Ken Linsley called the vote that was voted in the affirmative.

The next item was to appoint a presiding officer for Town Meeting. A motion was made by Ted Houle appoint Wendy Somers as presiding officer for Town Meeting and Sharon Daniell as Assistant Presiding Officer. The motion was seconded by Virginia Incerpi and voted in the affirmative.

The next item was to appoint Justices for delivery of absentee ballots. Kenneth Linsley and Phyllis Sweeney volunteered, and were voted in the affirmative.

The next order of business was to appoint the following election officials:

Mary Cote	Paul Anair	Sue-Ann Anair	Barb Hawley	Rita Kitchel
Mike Thresher	Joanne Foster	Sue Murray	John Blackmore	Mary-Ann Cassani

On a motion from Kellie Merrell, with a second by Ted Houle, all officials were appointed.

The next item was to designate a polling place for the annual Town and School District meetings and Australian Ballot budget vote, as well as the NEKWM Budget vote. On a motion by Virginia Incerpi and seconded by Kellie Merrell, the Danville School gymnasium was designated as the polling place for all.

The next item was to review the additions and deletions to the voter checklist. The members present reviewed the additions and deletions from 11/16/2017 to the present. There were no challenges to the check list at this time.

The next item was any other business that came before the meeting.

Wendy Somers reviewed the new paper ballot procedures for Town Meeting day.

With no other business, Ted Houle moved to adjourn the meeting, with a second from Kellie Merrell. The meeting was then adjourned at 6:00 p.m.

Respectfully Submitted, Wendy M. Somers, Clerk
