



## Board for Registration of Voters

Tuesday, July 1, 2025, 6:00 PM,

City Hall, 1st Floor, 149 Church Street, Burlington, VT, 05401 OR remotely via Zoom.

Join Zoom Meeting: <https://zoom.us/j/93712437108>

Meeting ID: 937 1243 7108

### 1. Call Meeting to Order

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### 2. Adopt Agenda

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2.1. Motion to amend/adopt agenda

### 3. Set Meeting Length

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### 4. Introductions

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### 5. Member Position Nominations

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### 6. Adopt Minutes

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6.1. Motion to adopt previous meeting's minutes

File Attachments

1. BRV Minutes 6/3/25

BRV Minutes 6/3/25.pdf

### 7. Public Forum

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### 8. Clerk's Report

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### 9. Approval of Voter Challenges

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### 10. Biennial Challenge (Discussion)

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10.1. Biennial Challenge Process Information and Proposal

File Attachments

1. Biennial Challenge Process Proposal

Biennial Challenge Process Proposal.docx

### 11. Annual Board report to City Council (Approval)

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### **11.1. Approve Annual Report to City Council**

File Attachments

1. BRV Annual Report FY25 - DRAFT

BRV Annual Report FY25 - DRAFT.docx

## **12. Board Member Expectations**

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### **12.1. Board Member Expectation Discussion**

File Attachments

1. BRV Rules Procedures (Jun 1 2021)

BRV Rules Procedures (Jun 1 2021).pdf

## **13. New Business**

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## **14. Adjournment**

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### **14.1. Motion to Adjourn**



**BURLINGTON BOARD FOR REGISTRATION OF VOTERS  
CITY HALL, 149 CHURCH STREET, 1ST FLOOR OR REMOTELY VIA ZOOM.**

**MINUTES OF MEETING  
June 3, 2025**

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**1. Call Meeting to Order**

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**1. Call Meeting to Order**

Meeting called to order by Chair Grace Grundhauser at 6:00pm

**Present:** Alison Harte, Grace Grundhauser, Michelle Lefkowitz, Karen Rowell, Colleen Montgomery, Lesley Gendron, Alex Demoly, Lauren Ebersol, Annie Schneider

**Absent:** Mike McGarghan, Jeanne Keller, Youth Member Will Cunningham

**Also Present:** Sarah Montgomery, Assistant City Clerk

**2. Agenda**

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**2. Agenda**

Colleen Montgomery made a motion to adopt the agenda. Seconded by Michelle Lefkowitz. The motion passed unanimously.

**3. Meeting Length**

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**3. Meeting Length**

The meeting length was set to one hour.

**4. Adopt Minutes**

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**4. Adopt Minutes**

Alison Harte made a motion to adopt the minutes. Colleen Montgomery seconded. Passed unanimously.

**5. Public Forum**

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**5. Public Forum**

No members of the public were present.

**6. Clerk's Report**

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**6. Clerk's Report**

Sarah Montgomery reported that there are currently 29,124 registered voters in Burlington. Out of those, 5,035 are challenged. In May: 140 new voter registrations were processed, 86 voters were removed from the checklist, and 97 voters were transferred out of Burlington into other Vermont towns. Sarah noted that the larger number of purges reflects responses to challenge letters and also a high volume of out-of-state notifications.

Sarah Montgomery reported that the new election management system is now active. The state hasn't made all the anticipated functionality live yet, but all the data has been successfully transferred, and the voter registration is working well. The state is continuing to solicit feedback from clerks and make updates as

necessary. Sarah will ensure that all members receive information to activate their new accounts and will share the voter portal link ([vote.vermont.gov](http://vote.vermont.gov)).

Sarah Montgomery reported that four residents applied for the four seats that were open for applications on the board. Appointments are expected to take place at the 6/16 City Council meeting. Colleen Montgomery asked if this is the usual level of interest that is received. Sarah answered that sometimes there are more applicants than available seats - it seems to depend on how much advertising the board does for the vacancies. Grace Grundhauser asked if the agenda packet for the 6/16 City Council meeting has been posted yet. Sarah Montgomery answered no, but the appointment selection committee agenda has been posted, which includes the applicants' applications.

## **7. Approval of Voter Challenges**

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### **7. Approval of Voter Challenges**

Colleen Montgomery asked if one of the names on the challenge list was the voter the board discussed at the prior meeting. Sarah Montgomery answered no and that the board had already voted to challenge him at the last meeting. The Clerk's office has not received a response to that challenge letter. Alison Harte asked what no response means. Sarah answered that if a voter does not respond to a challenge letter, they will remain challenged on our checklist for two general elections and only after that can the board vote to remove them.

Grace Grundhauser asked if there is a reason there are voters on the list based on the undeliverable Annual City Election ballots, rather than having them included with the large batch last month. Sarah Montgomery answered that these were returned to our office by the USPS within the past month.

Grace Grundhauser asked if it would be helpful to present more data with these challenged voter lists. The board would like the voter's address and ward included in the data. Sarah Montgomery agreed that her office can provide the board with that data moving forward.

Lesley Gendron made a motion to challenge the listed voters. Seconded by Karen Rowell. Passed unanimously.

## **8. Annual Board report to City Council (Discussion)**

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### **8. Annual Board report to City Council (Discussion)**

Grace Grundhauser shared the FY24 Annual Report that the board submitted to City Council. She noted that the board would discuss the report at this meeting and approve a final copy at the July meeting. Grace outlined the structure and content of the report as it was submitted last year.

Grace Grundhauser asked for feedback from the board about what should be included in the report for FY25.

Alison Harte noted that since she has been on the board, they haven't done voter registration drives.

Lesley Gendron said there was the poster creation and distribution to encourage voter registration. She added that the creation of the procedural flow chart could be included.

Alison Harte asked if the turnover from the previous fiscal year was unusual. Grace Grundhauser answered that she thought it was.

Lauren Ebersol noted the board's strong training program and strong work around volunteer recruitment.

Colleen Montgomery noted that the polling places on Election Day were quieter than expected, likely due to increased early voting. Alison Harte noted that the decrease of in-person voting has changed the role of BRV members.

Alison Harte suggested including the number of All Legal Resident voters.

Grace Grundhauser noted that in ward 8, she has seen an increased volume in helping homeless voters with registration. She asked other members if they had this same experience. The majority of members have not seen an increase, but agreed sharing information in the report could be helpful.

Lauren Ebersol asked if something should be reported about the student voter population, and the volume of

address changes and registration updates that go along with this.

Grace Grundhauser will draft a revised report and share it with the board for approval next month.

## **9. Board Member Roles**

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### **9. Board Member Roles**

The board discussed different roles that members could fill to help alleviate some of the work of the chair.

Suggestions included a parliamentarian (someone to ensure meeting rules), a volunteer coordinator (coordinate volunteers around elections), and an outreach coordinator.

Lesley Gendron suggested someone to manage the guides and procedures; Grace Grundhauser suggested calling it Guidance Authority.

Annie Schneider suggested that the outreach person could coordinate events and ensure a presence at certain events. Colleen Montgomery said this seems like something all members should always be thinking about. Grace Grundhauser agreed that all members should be thinking about it, but it could be helpful to have someone actually do the work. Colleen Montgomery said that some of these roles could be better assigned ad hoc, as events pop up, etc. to cater to specific skills. She noted that, for example, volunteer coordination alone does not seem to necessitate a whole role. Lauren Ebersol suggested that some items could be combined into one position for items that wouldn't necessarily fill a whole role. Annie Schneider said the roles don't need to be formally elected, but having a person/ people assigned specifically might help ensure that attention is specifically given to that item. Colleen Montgomery said outreach seems well suited to a committee. Alison Harte said it could be helpful to add outreach or events as a standing item on the agenda so it is continually discussed. Lauren suggested adding something like a committee report item to the agenda, where assigned members could report on their specialized areas. Grace Grundhauser is leaning toward having the specified roles. It wouldn't bar anything else from working on that item, but it would help provide accountability for those items.

Grace Grundhauser suggested a member doing outreach specifically to residents whose first language is not English. Karen Rowell added that outreach should also be done on platforms besides Front Porch Forum. Lauren Ebersol asked if there is any funding available through the City to help with translation or interpretation. Sarah Montgomery answered that it would likely depend on the project and if existing materials could be used. Alex Demoly suggested working through existing channels to see who we can partner with for language access, such as AALV, the King Street Center, or the state's refugee resettlement offices. Grace added that Michelle Lefkowitz had previously suggested attending naturalization ceremonies for voter registration outreach. Grace added that if a role was created to focus on these specific outreach connections, the person could explore these items further. This role could also be assigned to better understand and educate the board about legal resident voting logistics and implications.

Grace Grundhauser also suggested a student liaison role, to do outreach to college students and increase communications to this population. Lauren Ebersol agreed that this would be important because she has heard scenarios where students are receiving inaccurate information. Lauren suggested the existing UVM community engagement forum as another avenue to make these connections.

Grace Grundhauser suggested that nominations for these roles happen at the next meeting. Lauren Ebersol suggested having a set list of positions. Grace Grundhauser agreed to create a proposed list. The board doesn't need to be limited by the proposed list and the listed positions don't all need to be nominated for, but it will reflect the ideas already generated.

## **10. New Business**

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### **10. New Business**

Colleen Montgomery asked if board expectations would be discussed at the July meeting when new members have come on board. Grace Grundhauser said that if board members want to add an agenda item to the agenda, they should make a motion to add it to a future meeting agenda.

Colleen Montgomery made a motion to add a discussion about board member expectations to the July agenda. Alison Harte seconded. Passed unanimously.

Alex Demoly said it has been a pleasure to serve on the board. He encouraged the board to recruit young

people moving forward - to help young people who are interested in governance, not politics, have this education and experience.

## **11. Adjournment**

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### **11. Adjournment**

Lesley Genfron made a motion to adjourn. Seconded by Lauren Ebersol. Passed unanimously.

## Board for Registration of Voters: Biennial Challenge Process

17 V.S.A. § 2150 (c): “In addition to any actions it takes under subsections (a) and (b) of this section, by September 15 of each odd-numbered year the board of civil authority shall review the most recent checklist name by name and consider, for each person whose name appears on the checklist, whether that person is still qualified to vote. In every case where the board of civil authority is unable to determine under subdivisions (d)(1) and (2) of this section that a person is still qualified to vote, the board of civil authority or, upon request of the board, the town clerk shall send a written notice to the person and take appropriate action as provided in subdivisions (d)(3) through (5) of this section. The intent is that when this process is completed there will have been some confirmation or indication of continued eligibility for each person whose name remains on the updated checklist.”

### Process Proposal:

1. Unless a BRV member has a specific reason to question their qualifications, remove any voters who have voted or registered in the past 4 years from BRV consideration. These voters will remain active on the checklist.
2. Using other official and unofficial public records and documents, BRV evaluates the remaining list of active voters (those who have not voted or registered in the past 4 years) to attempt to determine if a voter is still eligible to vote in Burlington. These public records may include telephone directories, city directories, newspapers, death certificates, obituaries (or other public notices of death), tax records. After conducting this inquiry:
  - Voters that are found **to be qualified** to vote in Burlington shall remain active on the checklist.
  - Voters that are found to be **deceased** will be removed from the checklist.
  - Voters that are found **to otherwise not be qualified** to vote in Burlington will be challenged and will be sent a written notice.
  - In cases where the voter’s continued **eligibility is not clear either way**, the voter will be challenged and will be sent a written notice.\*

\*The Board should not challenge solely based on inactivity (ex: we know someone still lives at the address they have listed in their voter registration, but they haven’t voted in 10 years), but inactivity can be used as an indicator that a voter may no longer reside in Burlington and therefore no longer be eligible to vote.

### 2023 Process:

- **Step 1:** Using death records, remove all deceased voters from the checklist
- **Step 2:** Generate full Checklist of ACTIVE voters
- **Step 3:** Using participation reports, subtract voters who have voted in the past 4 years
- **Step 4:** Using registration dates, subtract voters who registered to vote within the past 4 years
- **Step 5:** Using the city’s property database, subtract voters who are registered to vote at the property address that they own
- **Step 6:** Using the city’s dog registration database, subtract voters who are registered to vote at the same address where they have registered a dog
- **Step 7:** Using the DMV database, subtract voters whose current VT ID address matches the address where they are registered to vote
- **Step 8:** The remaining voters are presented to the board for consideration to challenge

**To: Members, Burlington City Council**  
**From: Board for Registration of Voters**  
**Date: July 1, 2025**  
**Re: FY2025 Annual Report**

The Board for Registration of Voters (BRV) receives its authority from the Burlington City Charter § 43 which asks the 12 members of the BRV to (1) review and take lawful action on additions, corrections, alterations, and removals of voters to the voter checklist; (2) work at the polls on Election Day on voter registration related issues (i.e., challenge process issues, address and name changes, omission from the checklist, verification issues, etc.); (3) attend and participate in monthly and special board meetings; and (4) participate in Board sponsored voter outreach activities.<sup>1</sup>

The Board's primary responsibility is to maintain the Burlington City Voter checklist. Our usual meeting time is the first Tuesday of the month at 6:00 PM. Meetings are held at the Police Department on North Avenue or City Hall in the Sharon Bushor Conference Room with a virtual option via Zoom. Notices of meetings are posted at City Hall, the Department of Public Works, Fletcher Free Library, and on the City of Burlington's website at <https://www.burlingtonvt.gov/750/Board-for-Registration-of-Voters>. Zoom links are published at the top of each agenda.

In fiscal year 2025, 4,035 new voters were added to Burlington's voter checklist, 5,344 voters were deleted from the checklist, and 2,401 voters were transferred to other Vermont towns. Currently, there are 29,081 registered voters in Burlington, including 128 Legal Resident voters. 4,950 of these registered voters are challenged.

Since our last report, Alexandre Demoly left the board after his term ended in June 2025, and Olga Bravo left the board before her term ended. Kevin Lewis and Adam Franz were appointed as new members. BRV members reelected Grace Grundhauser as chair of the Board and Michelle Lefkowitz vice chair in FY25.

During elections, BRV members are stationed at the polls in each ward from 7:00 AM to 7:00 PM to assist voters in matters concerning voter eligibility, checklist corrections, voter challenges, and address changes. BRV members use City-provided laptops to access the statewide voter checklist and the Burlington ward and district look-up tool. During FY25, BRV members worked at the State Primary Election on August 13, 2024, the General Election on November 5, 2024 and the Annual City Election on March 4, 2025. The BRV recruits and trains volunteers to support BRV members at the polls by assisting with tasks not requiring BRV sign off. The BRV hosts training sessions at City Hall for BRV members and volunteers the week before an election as standard practice. The BRV successfully recruited many new volunteers for the November 2024 General Election.

Through the years, the BRV has benefited from the participation of high school youth members. Youth members actively participate in meetings and have the option to work at the polls on Election Day.

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<sup>1</sup> <https://www.burlingtonvt.gov/750/Board-for-Registration-of-Voters>

BRV's current youth member, Will Cunningham, was appointed in September 2023 in cooperation with CEDO's Youth on Boards Program. The BRV hopes to continue recruiting high school volunteers to assist our work during elections.

The BRV continues to refine its Election Day handbook for member and volunteer orientation and training purposes. The handbook was last updated for the Vermont Senate Primary Election in August 2024, to update the sections on Challenged Voters and Voter ID and to add a new section with guidance on voters who are homeless. A new Election Day Flow Chart is being developed to help BRV members choose the correct form to help voters at the polls.

On Election Days this past year, the Board observed that polling places were quieter than expected, likely due to increased early voting. In Ward 8, more voters benefitted from in-person conversations clarifying how individuals experiencing homelessness can register to vote. The Board also found that in wards with high student populations, a significant portion of voter assistance involved clarifying address changes. To promote early registration, the Board prepared posters for Burlington-area high schools highlighting that students who will turn 18 before the next General Election are eligible to register in advance. Looking ahead, the Board hopes to resume voter registration drives, which have been on pause for several years. The Board also looks forward to learning and utilizing the new election management system launched by the Vermont Secretary of State in April 2025.

Submitted by Grace Grundhauser, Chair, Board for Registration of Voters

Board for Registration of Voters Annual Report Sign-Off FY25:

Grace Grundhauser, Chair: \_\_\_\_\_

Michelle Lefkowitz, Vice Chair: \_\_\_\_\_

Lauren Ebersol: \_\_\_\_\_

Adam Franz: \_\_\_\_\_

Kevin Lewis: \_\_\_\_\_

Lesley Gendron: \_\_\_\_\_

Alison Harte: \_\_\_\_\_

Jeanne Keller: \_\_\_\_\_

Michael McGarghan: \_\_\_\_\_

Colleen Montgomery: \_\_\_\_\_

Karen Rowell: \_\_\_\_\_

Anna Schneider: \_\_\_\_\_

DRAFT

## **Rules and Procedures for the Board for the Registration of Voters**

(Proposal 6-1-2021)

**PURPOSE:** The Board for Registration of Voters is committed to the enfranchisement of eligible residents through the voting process. Voting is a right and responsibility. The Board encourages voter registration and acknowledges the right of voters to freely participate in elections. The Board may actively initiate and participate in voter registration outreach.

The Board's legal responsibility is to maintain the voting checklist for the City of Burlington by upholding the Vermont Election Laws ([Title 17 of the Vermont Statutes Annotated](#)).

**AUTHORITY AND RESPONSIBILITIES:** The Board for Registration of Voters is responsible for and has authority for all duties with respect to preparing The City of Burlington's voter checklist pursuant to chapters [14](#), [15](#), [16](#) and [43](#) of the City's Charter, and [Title 17 of the Vermont Statutes Annotated](#). The Board shall comply with the [Vermont Open Meeting Law](#) and other laws covering public bodies.

In order to effectively and justly carry out its responsibilities all members will be expected to familiarize themselves with the Vermont Election Law in [Title 17 of the Vermont Statutes Annotated](#), along with pertinent sections of the Burlington City Charter. The Board will maintain an office in City Hall, wherein shall be kept available for public inspection the records of all legal voters. The Board shall advise any petitioner affected by an adverse decision of his or her statutory right to be included in the list of legal voters to seek judicial review of such decision.

**MEMBERSHIP:** As established by the City-Charter, the Board for Registration of Voters shall consist of 12 registered Voters of the City of Burlington, appointed by the City Council, with the Mayor presiding. Appointments to the Board for Registration of Voters shall be for five (5) years. Members may reapply and may be appointed for successive terms without limitation.

Members of the Board may be removed for incapacity, negligence, or bad conduct when a majority of the City Council, Mayor presiding vote to remove the member pursuant to [Chapter 129](#) of the Burlington City Charter. In addition and pursuant to this same section, when in the judgment of two-thirds of the City Council, on the initiative of the Mayor, a member is no longer effectively serving the city, that member may be removed from the Board.

Therefore because members are expected to actively participate in city elections, meetings and other Board activities, a member's continued non-participation in Board activities may result in the Board's recommendation to the City Council for removal from the Board. A two-third majority vote of the Board is required for such a recommendation to the City Council.

**OFFICERS:** At the first meeting of the Board, following the annual appointments, the Board shall elect a Chair by majority vote. A Vice Chair and Secretary may be elected at the discretion of the Board. Terms of office shall be one year.

**QUORUM:** A simple majority of the Board shall be considered a quorum

**MEETINGS AND MINUTES:** The Board for Registration of Voters shall hold meetings on the first Tuesday of each month unless otherwise determined by a majority vote of the Board. Additional meetings are scheduled to accommodate closing of the checklist prior to elections ([Vermont Statute Annotated, Title 17](#)). All meetings of the Board shall be open to the public except at such times when an executive session is in order. No action shall be taken at any meeting of the Board without a quorum present. No action shall be taken in executive session. (See [open meeting law](#))

Roberts Rules of Order revised shall govern proceedings of the Board for all cases which are not specifically covered by other laws, ordinances, by-laws, or regulations.

Minutes shall be kept of all meetings. The minutes shall be available for public inspection according to open meeting laws.

**WARNINGS OF MEETINGS:** In accordance with [Vermont Open Meeting Law](#), the Board shall provide the Clerk / Treasurer's Office with notice of regular meetings on or before the Thursday before the week of the meeting. The Clerk / Treasurer's Office will warn the meeting. For special meetings, the Board shall publicly announce at least 24 hours before the meeting the time, place and purpose with appropriate media and post with the Clerk / Treasurer's office and two other public places. Emergency meetings may be held without public announcement, without posting notices and without 24 hours notices to members, provided some public notice is given as soon as possible before such meeting.

**SPECIAL MEETINGS:** Special meetings of the Board for Registration of Voters may be called by the Chair, when the Chair deems it expedient or upon the request of two (2) members of the Board for the purpose of transacting any business designated in the call. In accordance with [Vermont Open Meeting Law](#), Notice for a special meeting may be made by telephone or other appropriate technology at least twenty-four (24) hours prior to the date of such special meeting. At such special meeting no business shall be voted on other than that specified in the call.

**ADOPTION OF RULES AND PROCEDURES:** The Board may adopt rules and procedures as it may deem wise for the regulation of its work. Rules may be amended by a two-thirds majority provided that the proposed amendment(s) have been discussed at two meetings prior to the meeting at which the amendment(s) will be voted upon.