



**BURLINGTON BOARD FOR REGISTRATION OF VOTERS
CITY HALL, 1ST FLOOR, 149 CHURCH STREET, BURLINGTON, VT, 05401 OR
REMOTELY VIA ZOOM.**

**MINUTES OF MEETING
July 1, 2025**

1. Call Meeting to Order

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Meeting Called to Order by Chair Grace Grundhauser at 6:00pm

Members Present: Alison Harte, Adam Franz, Michelle Lefkowitz, Grace Grundhauser, Colleen Montgomery, Jeanne Keller, Kevin Lewis, Lauren Ebersol, Karen Rowell, Lesley Gendron, and Youth Member Will Cunningham

Members Absent: Annie Schneider

Also Present: Sarah Montgomery, Assistant City Clerk

2. Adopt Agenda

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2.1. Motion to amend/adopt agenda

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Motion to adopt agenda made by Colleen Montgomery. Seconded by Michelle Lefkowitz. Passed unanimously.

3. Set Meeting Length

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Meeting was set to end at 7pm.

4. Introductions

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All members introduced themselves and shared why they are serving on the board, including the two newly appointed members, Kevin Lewis and Adam Franz. Kevin Lewis shared that he lives in ward 2 and that he joined the board to give back to the community. Adam Franz lives in ward 8 and has worked previously as an inspector of election. He feels very passionately about people having the right to vote.

5. Member Position Nominations

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Chair: Michelle Lefkowitz nominated Grace Grundhauser. Seconded by Karen Rowell. Passed unanimously.

Vice-Chair: Jeanne Keller nominated Michelle Lefkowitz. Seconded by Karen Rowell. Michelle Lefkowitz made a motion to nominate Lauren Ebersol and Lesley Gendron. No second. The vote for Michelle Lefkowitz as Vice-Chair was unanimous.

Parliamentarian: Jeanne Keller nominated Annie Schneider. Seconded by Colleen Montgomery. Grace Grundhauser nominated Adam Franz, based on a recommendation from Annie Schneider. Seconded by Michelle Lefkowitz. The vote for Adam Franz as Parliamentarian was unanimous.

Outreach Coordinator: Alison Harte nominated herself. Seconded by Lesley Gendron. Passed unanimously.

Volunteer Coordinator: Lauren Ebersol nominated herself. Seconded by Lesley Gendron. Passed unanimously.

Language Access Coordinator: Jeanne Keller nominated Annie Schneider. Seconded by Michelle Lefkowitz. Passed unanimously.

College Student Liaison: Grace Grundhauser nominated Adam Franz. Seconded by Lesley Gendron. Passed unanimously.

High School Student Liaison: Alison Harte nominated Will Cunningham. Seconded by Adam Franz. Passed unanimously.

Resource Coordinator: Lesley Gendron nominated herself. Seconded by Lauren Ebersol. Passed unanimously.

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

6.1. Motion to adopt previous meeting's minutes

Jeanne Keller made a motion to adopt the minutes as amended to correct a typo. Seconded by Kevin Lewis. Passed unanimously.

Lesley Gendron asked if there was data showing how many times the minutes were viewed online. Sarah Montgomery said she would look into whether analytics around that are available. Grace Grundhauser noted that it would also be interesting to see how often the recordings are viewed.

7. Public Forum

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No members of the public expressed interest in speaking.

8. Clerk's Report

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Sarah Montgomery reported that there are currently 29,080 registered voters on the checklist. Out of these voters, 4,945 are currently challenged. In June, 135 new voters were registered, 113 voters were transferred from Burlington to other Vermont towns, and 86 voters were removed from the checklist.

Sarah Montgomery asked if board members had received activation emails for the new election management system. Members responded that they had not. Sarah will follow up with the state election team.

Grace Grundhauser asked if there were any new all legal resident registrations within the past month. Sarah Montgomery answered no.

9. Approval of Voter Challenges

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Michelle Lefkowitz asked if the ward for each voter was included on the proposed challenge list, as requested previously by the board. Sarah Montgomery answered that she did include it in the regular monthly challenges, but was unable to on the challenges due to undeliverable ballots, due to the system-generated report not including that information.

Grace Grundhauser noted that this challenge process is separate from the biennial challenge process. She shared that this is the spreadsheet that Sarah Montgomery sent out to the board prior to the meeting, since the board had previously decided not to post this list publicly.

Jeanne Keller asked if the people on the list due to having undeliverable ballots did not otherwise participate in the election. Sarah Montgomery confirmed and also shared that voters who had undeliverable ballots, but had updated their voter registration after the mailing data was pulled would be excluded as well.

Adam Franz asked if the proposed challenges based on property sales would include if a landlord was selling the property or if that only applied if it was the resident. Sarah Montgomery answered that it would only result in a proposed challenge if the property sold was also the legal address in the voter registration of the seller, and if the seller had listed a different address on the transfer form.

Kevin Lewis asked if language barriers could be a factor in someone having an undeliverable piece of mail. Jeanne Keller said that it would mean that the post office could not deliver the mail, so it is unlikely. Grace Grundhauser asked if anything happens when a voter is sent a ballot, it doesn't get returned as undeliverable, but they do not vote. Sarah Montgomery answered that those ballots are marked in the system as "Unknown, never returned", but it does not trigger a challenge. Jeanne Keller asked if they go on the challenge list after not voting for a certain period of time. Sarah Montgomery answered no. She clarified that as part of the biennial challenge process, the board does their due diligence to verify if voters are still eligible to vote in Burlington. At that time, if the board determines that the voter still resides in Burlington, but hasn't voted in 10 years, that is not a valid reason to challenge them. Jeanne Keller added that once a voter is challenged, they are sent a letter that can help them resolve the issue - this may be the stage where language access could be a barrier.

Michelle Lefkowitz made a motion to approve the monthly challenges. Seconded by Colleen Montgomery. The vote passed.

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

10.1. Biennial Challenge Process Information and Proposal

Grace Grundhauser and Sarah Montgomery clarified that the board was discussing the process at this meeting and would vote on the actual challenges at a future meeting prior to 9/15, when the challenge process needs to be completed in order to certify with the state.

The board members reviewed the statute and the process that the board followed during the last biennial review. Jeanne Keller moved to adopt the process as presented. Seconded by Kevin Lewis.

Michelle Lefkowitz noted that during this review process, the board previously would challenge voters if they hadn't voted for two General Election cycles. Sarah Montgomery agreed that this was the previous practice of the board, but prior to the last biennial review, the clerk's office worked with the Secretary of State's office and the city attorneys to determine new best practices that were in line with statute. The process that was followed in 2023, and proposed again, is the result of that. Colleen Montgomery and Kevin Lewis asked if there are any additional steps in the process or data sources Sarah would recommend changing or adding. Sarah responded that she does not have any recommendations for changes.

Lauren Ebersol noted that in the previous cycle, when Sarah Montgomery shared the data, it was broken down by each step in the process, so the board could see exactly how voters were filtered out. Jeanne Keller made an amendment to the motion to note that each individual step taken would be reflected in the data

presented.

Lauren Ebersol made a motion to adopt as amended. Seconded by Grace Grundhauser. Process approved unanimously.

11. Annual Board report to City Council (Approval)

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11.1. Approve Annual Report to City Council

File Attachments

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|-----------------------------------|-------------------------------------|
| 1. BRV Annual Report FY25 - DRAFT | BRV Annual Report FY25 - DRAFT.docx |
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11.1. Approve Annual Report to City Council

Lesley Gendron made a motion to approve the report as presented. Seconded by Lauren Ebersol. Passed unanimously.

12. Board Member Expectations

12. Board Member Expectations

12.1. Board Member Expectation Discussion

File Attachments

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| 1. BRV Rules Procedures (Jun 1 2021) | BRV Rules Procedures (Jun 1 2021).pdf |
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12.1. Board Member Expectation Discussion

Grace Grundhauser directed members to the rules and procedures that were posted with the agenda.

Jeanne Keller noted that discussing participation was one of the primary reasons for adding this item to the agenda. She said that there are other member behaviors that may need to be addressed by the board as well, such as conduct at polling places. Grace Grundhauser read the portion of the document that is relevant to attendance. She noted that there is not a clear process for initiating the removal of a member. Jeanne Keller recommended that it could be something that was self-initiated, such as a certain number of unexcused absences, including Election Day work and meetings. The board would then be responsible for determining what would qualify as an excused absence. Lauren Ebersol suggested that it be measured by a percentage of participation and also said it would also be helpful to define what an excused absence is. Lesley Gendron asked when a new expectation would become effective. Grace Grundhauser said that it makes sense that it would not be enforced retroactively.

Grace Grundhauser said she would add continued discussion of this item to the next agenda. Jeanne Keller suggested people bring ideas forward about what makes sense as an excused absence, and that the availability to attend the meetings remotely should be factored into this. To address conduct, Jeanne and Grace suggested referencing the election officials' rules and guidelines in the BRV rules and procedures.

13. New Business

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Grace Grundhauser shared that Mike McGarghan is resigning from the board for personal reasons. The vacant position will be advertised and filled by the City Council, but the exact timeline isn't set yet since the resignation has just occurred.

Grace Grundhauser shared some information about the appointment process as it occurred this year. She stated that the appointment committee is no longer automatically appointing incumbents. She noted for members who want to reapply next year, that they should be sure to apply by the deadline and put their best foot forward since it has become more competitive to be reappointed.

14. Adjournment

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14.1. Motion to Adjourn

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Lauren Ebersol made a motion to adjourn. Seconded by Kevin Lewis. Passed unanimously.