



Board for Registration of Voters

Tuesday, August 5, 2025, 6:00 PM,

City Hall, 1st Floor Conference Room, 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

2. Agenda

2.1. Motion to amend/adopt agenda

3. Meeting Length

3.1. Set Meeting Length

4. Adopt Minutes

4.1. Motion to adopt previous meeting's minutes

File Attachments

1. Minutes 07012025

Minutes 07012025.pdf

5. Public Forum

6. Clerk's Report

7. Approval of Monthly Voter Challenges

8. Biennial Challenge (Approval)

9. State District Boundary Audit (Discussion)

9.1. State District Boundary Audit Discussion

File Attachments

1. State Boundary Audit Information

State Boundary Audit Information.docx

10. Board Member Expectations

10.1. Rules and Procedures for the Board for Registration of Voters

File Attachments

- | | |
|---|--|
| 1. Rules and Procedures of the Board for the Registration of Voters | Rules and Procedures of the Board for the Registration of Voters .docx |
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11. New Business

12. Adjournment

12.1. Motion to Adjourn



**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

4. Introductions

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

6. Adopt Minutes

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

9. Approval of Voter Challenges

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

14. Adjournment

14.1. Motion to Adjourn

14.1. Motion to Adjourn

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

Requirement: AUDITS OF VOTER CHECKLISTS AND DISTRICT BOUNDARIES

Act 70 from 2025

- (a) On or before September 15, 2025, local boards of civil authority and town clerks whose municipal boundaries are divided for the purpose of Representative districts and Senatorial districts shall audit their voter checklists to ensure that those checklists accurately correspond to the prescribed district boundaries.
- (b) On or before October 1, 2025, each town clerk described in subsection (a) of this section shall provide a written summary of the audit to the Elections Division of the Secretary of State's office.
- (c) On or before November 15, 2025, the Secretary shall submit a written report to the House Committee on Government Operations and Military Affairs and the Senate Committee on Government Operations with the findings of the audits.
- (d) Within two weeks after passage of this act, the Elections Division of the Secretary of State's office shall notify each town clerk and board of civil authority described in subsection (a) of this section that they must perform the audits.
- (e) The Elections Division of the Secretary of State's office shall provide support and training to each town clerk and board of civil authority described in subsection (a) of this section.

Resources

- Reapportionment Description and Links: <https://legislature.vermont.gov/reports-and-research/research/reapportionment/>
 - o Map of House Districts by Town: <https://legislature.vermont.gov/reports-and-research/research/reapportionment/2022-house-of-representatives-reapportionment/districts-by-town-2/>
 - o Map of Senate Districts by Town: <https://legislature.vermont.gov/reports-and-research/research/reapportionment/2022-senate-reapportionment/senate-districts-by-town/>
 - o Description of Street Segments in Act 89 (2002): <https://legislature.vermont.gov/Documents/2022/Docs/ACTS/ACT089/ACT089%20As%20Enacted.pdf>
- VCGI Map of Districts: <https://vcgi.vermont.gov/data-release/2022-vermont-legislative-districts-now-available>

Rules and Procedures for the Board for the Registration of Voters

(Finalized 10-5-2021)

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.