



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

**MINUTES OF MEETING
August 5, 2025**

1. Call Meeting to Order

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Meeting called to order by Chair Grace Grundhauser at 6:05pm

Members Present: Alison Harte, Adam Franz, Lauren Ebersol, Lesley Gendron, Grace Grundhauser, Kevin Lewis, Annie Schneider, Colleen Montgomery, Jeanne Schwartz, Karen Rowell

Members Absent: Michelle Lefkowitz, Youth member Will Cunningham

Others Present: Sarah Montgomery, Assistant City Clerk

2. Agenda

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2.1. Motion to amend/adopt agenda

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Kevin Lewis made a motion to approve the agenda. 2nd by Jeanne Keller. Approved unanimously.

3. Meeting Length

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3.1. Set Meeting Length

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The meeting was set to end at 7:00 pm.

4. Adopt Minutes

4. Adopt Minutes

4.1. Motion to adopt previous meeting's minutes

File Attachments
1. Minutes 07012025
Minutes 07012025.pdf

4.1. Motion to adopt previous meeting's minutes

Karen Rowell made a motion to approve the minutes. Seconded by Lesley Gendron.

Alison Harte asked about the discussion that occurred during new business. She noted that she had to leave at 7:00pm, which was the time the meeting was set to end, and substantive discussion took place after that.

She asked if the more substantive items could be discussed earlier in the meeting or that the board could discuss whether they needed more than an hour for meetings.

Minutes approved unanimously.

5. Public Forum

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No members of the public were present.

6. Clerk's Report

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Sarah Montgomery reported that there are currently 29,100 registered voters. Out of those, 4,955 are challenged. 128 of the total voters are All Legal Resident Voters and 9 of the total challenged voters are All Legal Resident Voters. In July: 146 voters were newly registered, 83 voters were transferred from Burlington to other Vermont towns, and 74 voters were removed from the checklist.

Sarah Montgomery announced that the remainder (2 years) of Mike McGarghan's term is currently open for applications. Applications will be accepted until 8/20 at 4:30pm and appointments will occur at the 8/25 City Council with Mayor Presiding meeting. Grace Grundhauser reminded members that it is a good idea for applicants to attend the appointment meeting. Alison Harte shared that she would be advertising the vacant position on Front Porch Forum, and asked other members to share other places where it could be advertised. Karen Rowell said she would send her information about an additional place to advertise.

Colleen Montgomery asked if the new member being appointed would automatically be a republican, since Mike McGarghan was a republican. Grace Grundhauser explained that Burlington City Charter allows no more than 6 members from any major party to be on the board. She added that if there is no representation from a major party and there is an applicant from that party that is not appointed, that party can petition City Council to appoint a member from their party to the board. She also noted that people who declare themselves as independents are not affiliated with any party. Adam Franz asked how members with dual parties listed are counted toward the maximum of 6 representatives from that party. Grace Grundhauser said that this was discussed at the appointment committee meeting, but she has not seen a definitive determination come from the attorney's office. Sarah Montgomery will follow up with the attorney's office to get clarification.

7. Approval of Monthly Voter Challenges

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The board reviewed the list of proposed monthly challenges, which included 37 voters. Grace Grundhauser noted that there were voters across most wards reflected in the challenge list, with the largest representation of voters coming from ward 7, and the lowest from ward 8 (with 0 voters).

Jeanne Keller made a motion to approve the monthly challenges. Seconded by Lauren Ebersol. Passed unanimously.

8. Biennial Challenge (Approval)

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The board reviewed the proposed list of voters to challenge as part of the biennial review. This proposed list included 203 voters after filtering out voters who were found to still be eligible to vote in Burlington, using the sources the board approved in July.

Lauren Ebersol asked about the "Blind Voter" that was listed on the spreadsheet. Sarah Montgomery answered that it indicates a voter who is in the address confidentiality program with the state. She did reach out to the state's election team to determine if they had any data that could indicate this voter's continued eligibility to be registered in Burlington, and they did not. Sarah also noted that a few voters had mailing addresses listed instead of legal addresses - this is due to them being overseas or military voters. These voters do have a legal address in Burlington in their voter registration, but it does not appear on the reports generated from the system.

Grace Grundhauser noted that there was representation from all wards on this spreadsheet.

Lesley Gendon made a motion to approve the proposed biennial challenges. Seconded by Annie Schneider. Passed unanimously.

9. State District Boundary Audit (Discussion)

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9.1. State District Boundary Audit Discussion

File Attachments

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| 1. State Boundary Audit Information | State Boundary Audit Information.docx |
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9.1. State District Boundary Audit Discussion

Sarah Montgomery shared that in the recent legislative session, in the elections bill, language was passed requiring municipalities with multiple state districts to audit their checklists to ensure that voters are assigned to the correct districts. Burlington's city boundaries contain two different state senate districts and six state representative districts, along with the eight city wards. Since these boundaries do not overlap, Burlington has 21 different state district and city ward combination assignments that voters can fall into. Sarah explained the process that the City went through in 2023, after the city redistricting, in order to assign street segments to the correct districts. She noted that the language in the bill requires the local board of civil authority (which, in Burlington, is the Board for Registration of Voters when it comes to the voter checklist) and the town clerk to complete this audit together, then the clerk's office is required to submit a report to the state. Sarah shared that the clerk's office is working with the IT department to do a comprehensive audit of the voter checklist data by utilizing city mapping data and the state's boundary mapping data, and asked the board how much they would like to be involved in the details of the process. Alison Harte said she does not feel like she needs to be involved in the details of the process. Karen Rowell asked Sarah if she needed help with the process. Sarah answered that it would be difficult for the board to help with the process, but if the board wanted to be involved with the details, she could provide them with some data to manually spot check. Jeanne Keller suggested that she would rather receive a report about the process, what challenges came up, and how they were resolved. Annie Schneider made a motion to request Sarah provide a report to the board in September, and have any necessary further discussion then. Seconded by Colleen Montgomery. Passed unanimously.

11. New Business

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Lesley Gendron noted that she created a new voter registration election day process flowchart to reflect the new Election Management System. She will share with the board via email and would appreciate the board's feedback.

Jeanne Keller made a motion to add an agenda item to a future meeting to discuss voter checklist protections. Seconded by Colleen Montgomery. Discussion: Annie Schneider asked if further information could be brought to the discussion, including any discussions that the Clerk's office has already had with the attorney's office about privacy regarding the All Legal Resident checklist. Sarah Montgomery said she could share the voter registration public records request procedure with the board. Motion to add this item to a future agenda (either September or October) passed unanimously.

10. Board Member Expectations

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

File Attachments

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

Jeanne Keller discussed her recommended additions to the procedures document, noting that the proposed addition would be an automatic trigger for board discussion, not an automatic trigger for recommendation for

removal by City Council. Alison Harte asked for a walk-through of the proposed changes so she could understand the intent behind the additions, beyond simply noting the number of absences that are acceptable. Jeanne Keller explained that the additions are being proposed due to a previous member being unable to attend several meetings and also missing an election. She noted that covering all the polling places when members are unavailable is challenging and that there is currently nothing specific in the board's procedures to address that. She wanted to ensure that meetings, trainings, and elections were all included in attendance requirements. Alison Harte agreed that meeting participation is important, but noted that missing an election should likely be weighted more heavily since coverage on election day is so important. Kevin Lewis asked if measuring by hours missed versus single events might be more effective to address this.

Grace Grundhauser said that while the board does have the authority to recommend removal to City Council, it is awkward to initiate and additional language in the procedure to remove that ambiguity would be helpful. She also noted that, since this is a community board of members that are volunteering their time, she thinks the language could be less detailed. Annie Schneider noted that trainings are not required, and she doesn't see that as necessary to count in the attendance. Annie also noted that there are other types of excused absences, like parental leave, that might come up and need to be considered. Jeanne Keller said that she sees election trainings as an integral part of the role, since implementing best practices for election days has been decided on at these trainings. Grace Grundhauser said that decisions should not be made at trainings, since they are not board meetings.

Grace Grundhauser will draft a shorter version for continued board discussion. Alison Harte recommended that policies of other public bodies could be referred to as references. Jeanne Keller noted that she did refer to the City Council and NPA steering committee procedures and tried to find something in the middle of those two extremes.

Annie Schneider noted that considering people's technology access and comfort levels should be considered when reviewing attendance expectations.

This item will be added as an agenda item at the next meeting for further discussion.

12. Adjournment

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12.1. Motion to Adjourn

12.1. Motion to Adjourn

Kevin Lewis made a motion to adjourn. Seconded by Lesley Gendron. Passed unanimously. Meeting adjourned.