



**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
November 4, 2025**

1. Call Meeting to Order

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The meeting was called to order by Chair Grace Grundhauser at 6:00pm.

In Attendance: Grace Grundhauser, Kevin Lewis, Adam Franz, Karen Rowell, Colleen Montgomery, Lauren Ebersol, Lesley Gendron, Alison Harte, Annie Schneider, Youth Member Will Cunningham

Absent: Jeanne Keller, Janet Stambolian, Michelle Lefkowitz

Also Present: Sarah Montgomery, Assistant City Clerk

2. Agenda

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2.1. Motion to amend/adopt agenda

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Lesley Gendron made a motion to adopt the agenda. Seconded by Kevin Lewis. Approved unanimously.

3. Announcements

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There were no announcements.

4. Meeting Length

4. Meeting Length

4.1. Set Meeting Length

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The meeting length was set to one hour.

5. Adopt Minutes

5. Adopt Minutes

5.1. Motion to adopt previous meeting's minutes

File Attachments

1. BRV Minutes 10/7/25

BRV Minutes 10/7/25.pdf

5.1. Motion to adopt previous meeting's minutes

Colleen Montgomery made a motion to adopt the minutes. Seconded by Lesley Gendron. Approved unanimously.

6. Public Forum

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No members of the public were present.

7. Clerk's Report

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Sarah Montgomery reported that there are currently 29,270 registered voters in Burlington. Out of those, 5,084 are currently challenged. In October: 200 new voters registered, 40 were purged, and 117 were transferred from Burlington into other Vermont towns.

8. Approval of Voter Challenges

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Alison Harte made a motion to approve the proposed challenges. Seconded by Lauren Ebersol. Approved unanimously.

9. Board Member Expectations

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

File Attachments

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| 1. BRV Rules and Procedures - DRAFT | BRV Rules and Procedures - DRAFT.docx |
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9.1. Rules and Procedures for the Board for the Registration of Voters

Grace Grundhauser shared the updated draft of the board's rules and procedures, noting that this will be the third time the board discusses these changes. She highlighted the proposed changes from last month's version, which included revisions to election day attendance requirements and automating the process in which absences exceeding the threshold would be added to a meeting agenda.

Grace Grundhauser noted that once the agenda is approved, a board member can always make a motion to remove the item from the agenda, which could be done by the vote of a simple majority of the board.

Alison Harte noted that a previous member was unable to work election days because her employer would not give her the day off, and she wondered if these added attendance requirements might prevent great board members from joining the board. She said this is something potential applicants would need to consider. Lauren Ebersol noted that the proposed process would allow board members to defend their position during the meeting discussion where the absences were addressed. Will Cunningham highlighted that the current language requires all members to attend every election, which is a change from the current practice. Colleen Montgomery noted that if there are more members trained and available than there are polling places, shorter shifts could be worked, which might accommodate board members who can't work a full day, due to work or other obligations.

Karen Rowell asked if, under the membership section, the language could state a minimum of 12 members, to allow for greater political representation, since this is something that is being pursued. Colleen Montgomery and Grace Grundhauser noted that it likely couldn't be changed because that language is derived from the City Charter. Lesley Gendron wondered if that language would only need to be amended if action was taken to increase the board size. Alison Harte asked what the process would be for a charter change. Grace Grundhauser stated that it would need to be approved by the voters. Colleen Montgomery noted that the city charter reference on the website states that there can not be more than six members from the same political party on the board. Karen asked what the current political make-up of the board currently is. Lesley Gendron shared the members' party affiliations that are listed on the website.

Alison Harte asked if the same individual needed to cover the full 12 hours at each polling place; Grace Grundhauser answered no. Grace Grundhauser also brought up the idea of members rotating wards for different elections, rather than each member always working at the same polling place. Lesley Gendron

agreed that there could be some benefits to that, but noted that it is also important to have stability and experience within wards.

Lesley Gendon said she thought the discussion about member availability at polling places was getting too in the weeds, since there are always new incoming members who have varying levels of experience, and the number of trained and available members always fluctuates. Lauren Ebersol noted the framework in the procedure can always be updated as the board learns what might not be working.

Kevin Lewis called the question to approve the proposed changes as written.

Kevin Lewis made a motion to adopt the proposed changes. Seconded by Karen Rowell. Approved unanimously.

10. New Business

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Lesley Gendron noted that she will be making some updates to the election day process flowchart and will share the revised version with the board. She also proposed adding VEMS training to a future agenda once the flowchart is updated. Lesley will also look at the written scenarios and see if any of them need updates due to the new system.

11. Adjournment

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11.1. Motion to Adjourn

11.1. Motion to Adjourn

Lesley Gendron made a motion to adjourn. Seconded to Lauren Ebersol. Passed unanimously. The meeting was adjourned at 6:35pm.