



**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  
December 2, 2025**

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**1. Call Meeting to Order**

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Meeting called to order by Chair Grace Grundhauser at 6:03pm

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

Also present: Sarah Montgomery, Assistant City Clerk

**2. Agenda**

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**2. Agenda**

**2.1. Motion to amend/adopt agenda**

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Agenda approved unanimously.

**3. Announcements**

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**3. Announcements**

No announcements.

**4. Meeting Length**

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**4. Meeting Length**

**4.1. Set Meeting Length**

4.1. Set Meeting Length

The meeting length was set to one hour.

**5. Adopt Minutes**

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**5. Adopt Minutes**

**5.1. Motion to adopt previous meeting's minutes**

File Attachments

1. Board for Registration of Voters Minutes

Board for Registration of Voters Minutes.pdf

5.1. Motion to adopt previous meeting's minutes

Colleen Montgomery made a motion to adopt the minutes from the November meeting. Seconded by Karen Rowell. Passed unanimously.

## **6. Public Forum**

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### **6. Public Forum**

No members of the public were present.

## **7. Clerk's Report**

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### **7. Clerk's Report**

Sarah Montgomery reported that there are currently 29,309 registered voters in Burlington. Out of this total, 5,072 are currently challenged. In November, 128 new voters registered, 90 voters were transferred out of Burlington into other Vermont towns, and 27 voters were removed from the checklist. Janet Stambolian asked what happens when a voter is challenged. Sarah Montgomery answered that once challenged, a voter is sent a letter alerting them and requesting their response. The voter can either respond by saying that they are no longer eligible to vote in Burlington and would like to be removed from the checklist, they still live at the same address in Burlington and would like to be reactivated, or they have moved to a different address in Burlington and would like to update their address and be reactivated. If a voter does not respond to the challenge, they remain on the checklist for two General Elections, after which the board can vote to remove them.

## **8. Approval of Voter Challenges**

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### **8. Approval of Voter Challenges**

The board reviewed the proposed challenges they received from the Clerk's office. Jeanne Keller made a motion to approve the challenges. Seconded by Michelle Lefkowitz. Approved unanimously.

## **9. Election Day Flowchart Review**

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### **9. Election Day Flowchart Review**

Lesley Gendron shared the election day flowchart — a visual guide to the processes and forms used to help resolve voter issues on election days. She walked the board through the processes laid out in the flowchart. Lesley will share the flowchart with the board. Grace Grundhauser noted that, for newer members, the whole flow chart might feel overwhelming, but that it will make more sense once they have election day experience.

Kevin Lewis asked if there are wards where there are more voter challenges where it would be beneficial to train getting more hands-on experience. Lesley Gendron said that there are wards that have a higher percentage of address changes. Grace Grundhauser made a note that the voters who are challenged on election day are the same individuals that the board has voted to challenge.

Jeanne Keller shared her appreciation for Lesley Gendron creating the flowcharts.

Grace Grundhauser suggested that it might be helpful to, as the first step in the proposed flowchart process, look up the voter's address and look them up in VEMs at the same time. Other members noted that this is a good idea, but may be difficult if they have several voters waiting for help. Annie Schneider suggested that she always starts helping a voter by looking up their address to ensure they are in the correct ward. Jeanne Keller noted that some wards are doing a thorough screening at the door to ensure they are in the correct ward. Lauren Ebersol shared that even with greeters helping voters at the entrance, some voters come through who are in the wrong ward, so it is always worth checking the address to confirm.

Grace Grundhauser noted that all new members will ideally train for two elections prior to working solo.

## **10. New Business**

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### **10. New Business**

Grace Grundhauser asked board members to think about how they would like to spend the next two meetings preparing for the March election. She asked if fully trained members are interested in splitting shifts between multiple wards or spending the whole day at a single location as they have in the past. Lesley Gendron asked who is fully trained and ready to work solo; she noted that there may not be enough coverage to split shifts. Annie Schneider noted that, if possible, she would like to start her day at noon, but she can work the full day if needed. Members expressed their ward preferences. Janet Stambolian asked how the training shifts work; Grace Grundhauser shared that trainees usually rotate between three wards throughout the day, but noted that some newer members haven't found that the best way to learn. Grace asked the new members if they preferred to rotate between wards. Janet Stambolian noted a preference for staying in one ward. Jeanne Keller said it is helpful to see multiple wards because each polling place is run differently. Janet amended that she would be open to splitting her day between two polling places. Adam Franz said he preferred rotating through multiple wards. Kevin Lewis has no preference. Grace Grundhauser will draft a schedule for coverage. Everyone is available and able to work. Grace also asked members to save the date for the pre-election volunteer training, which will either be the Wednesday or Thursday evening prior to the election.

In the January meeting, Lauren Ebersol will ask members to help with volunteer recruitment for the March election.

Grace Grundhauser proposed doing an election work refresher at the next meeting. She asked if anything else should be discussed at the next meeting.

Adam Franz said that UVM requested a \$30 fee to table there for a voter registration drive. Annie Schneider asked if there is a UVM club that would sponsor the registration drive. Adam will look into it and circle back.

## **11. Adjournment**

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### **11. Adjournment**

#### **11.1. Motion to Adjourn**

##### 11.1. Motion to Adjourn

Karen Rowell made a motion to adjourn. Seconded by Jeanne Keller. Approved unanimously.