



Town of Orange
392 US Route 302
Orange, Vermont 05641
orangevt.org

Board of Civil Authority (BCA) Meeting July 8, 2026

1. Call to Order

The meeting was called to order at **6:31 P.M.**

Present: Fred Kidder (FK), Carmella Tucker (CT), Kristin Paya (KP), Jonathan Danchik (JD), Kevin Wilson (KW), and Lee Martenson (LM)

2. Discussion: Review of Statutory Duties and Authorities

JD distributed handouts containing a generalized list of requirements imposed upon the BCA by statute. The body also discussed quorum requirements for the BCA to conduct official business.

No action was taken.

3. Approval: Standards of Conduct for Poll Workers, Poll Watchers, and Candidates

The Town had several historic SOPs codifying conduct on election day. JD presented updated versions for consideration to the rest of the BCA. LM, CT, and KW offered feedback and discussed implementation of the policies as presented.

Motion by FK, seconded by KW, to approve the candidate and poll watcher policy.

Motion passed unanimously.

CT advised that JD include the effective/adoption date on any policy that is approved and published. JD asked about the lifespan of any policies, and FK explained that in ideal circumstances the BCA would vote to approve policies upon being elected; then, the policies currently in-effect would expire upon new elections.

JD presented poll worker policies – essentially an ethics pledge – for any Town Officer or temporary worker to follow in conducting official duties in a public facing manner, such as managing the polling location on election day.

Motion by KW, seconded by FK, to approve the poll worker policy.

Motion passed unanimously.

4. Discussion: Election Day Logistics

The BCA discussed upcoming renovations at the Town Hall, necessitating an alternate polling location in the upcoming elections. The Selectboard had previously directed JD to inquire about using Echo Valley Middle School for such a purpose. The coming Sunday, July 12, is the deadline for any changes to polling places to be reported to the Secretary of State Elections Division.

Motion by FK, seconded by KW, to approve designating Echo Valley Middle School as the polling place for upcoming elections on a temporary basis, until renovations on the Town Hall are complete.

Motion passed unanimously.

KW discussed the need for adequate signage (accessible parking, walkways, miscellaneous election-related notices). The use of a tabulator, procedures for curbside voting, and requirements to perform purges of voter rolls were discussed.

Motion by KW, seconded by CT, to approve the use of a tabulator in conjunction with designating EVMS as a temporary polling location.

Motion passed unanimously.

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The BCA discussed the Town's long-standing tradition of opening the polls from 7:00 A.M. to 7:00 P.M., whether or not the BCA should begin counting absentee ballots before election day, the use of a secure ballot drop-box, whether or not any law enforcement presence would be necessary, and whether or not there was a pronounced need to hire additional poll workers. Members discussed shiftwork considerations and other scheduling concerns.

No further action was taken.

5. Other Business

JD discussed requirements for the Town to post public warnings of upcoming elections. CT suggested also notifying local newspapers to spread awareness, as well as using the Town's traditional social media platforms, such as Facebook and the Front Porch Forum. KW suggested that a local business might be willing to post a warning in their public areas. JD discussed the procedures for nominating candidates for upcoming Justice-of-the-Peace elections, as the current officeholders' terms end on January 1, 2027. KW and FK discussed nomination procedures that have been used in the past. The BCA also discussed the Selectboard-approved hourly pay rate for election workers. FK and LM discussed equipment that the Town has historically used in elections. JD discussed what election materials he had received from the state during his tenure.

No action was taken.

6. Adjourn

Motion by KW, seconded by CT, to adjourn.

Motion passed unanimously.

Meeting adjourned at 7:06

Respectfully submitted,

Jonathan Danchik

Town Clerk