



**Town of Whitingham
Board of Civil Authority**

MINUTES OF July 8, 2026

These Minutes are considered DRAFT until accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Board of Civil Authority.

The Whitingham Board of Civil Authority met on Wednesday, July 8, 2026, at 5:45 p.m. in the **Town Clerk's Office at the Whitingham Municipal Center, 2948 Vermont Route 100, Jacksonville, Vermont**, to conduct the following business.

In Attendance: A quorum was established. Present were Rachel Littlehale, Town Clerk; Abbie Corse, Chair; Susan Johnson; Seth Boyd; Julie Muller; Terry Morse; Scott Reed; and Dennis Pike.

Called to Order

Abbie called the meeting to order at 5:46pm.

Minutes Approval

A motion to approve the minutes of January 28th, 2026, as written was made by Julie and seconded by Seth. All were in favor, and the motion carried.

Organize and Schedule Appellant Hearings

VTel Wireless submitted an appeal, and the Board discussed the appeal process. Board members questioned whether the appellant intended to proceed directly to the State rather than continue through the local process. The Board agreed to hold a special meeting on July 22 to address the appeal and, if appropriate, formally deny the request after receiving additional guidance on the proper procedure.

Terry Morse made a motion to authorize Rachel Littlehale to gather additional information regarding the appeals process and report back to the Board with recommendations for next steps. The motion was seconded by Susan Johnson. All were in favor, and the motion carried.

Review Election Officials

A motion was made by Julie to appoint Katherine MacLean as an Official Election Assistant. The motion was seconded by Scott. All were in favor, and the motion carried.

Election and Tabulator Training Dates

Rachel informed the Board of the upcoming remote election training scheduled for Monday, July 13, 2026, from 8:30 a.m. to 12:30 p.m. Rachel also informed the Board that Therese Lounsbury, Town Clerk of Wilmington, will be providing tabulator training. Board members and election officials were reminded that all are welcome to attend the training.

Emergency Plan for Polling Place

Rachel informed the Board that, in the event the designated polling place becomes unsafe or unusable, the school would still serve as the alternate polling location under the emergency plan. The Board discussed the proposed backup location and its suitability for maintaining election operations if needed.

Other Business

ADD: Ratify Use of an Exit Checklist

A motion made by Seth to use an exit checklist. The motion was seconded by Dennis. All were in favor, and the motion carried.

Adjourn

A motion to adjourn was made by Julie and seconded by Dennis. All were in favor. The meeting adjourned at 6:19 p.m.

TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THESE MINUTES ARE A TRUE AND OFFICIAL RECORD OF ALL ACTION TAKEN AT THE BOARD OF CIVIL AUTHORITY MEETING HELD JULY 8, 2026.

Respectfully submitted,

Rachel Littlehale

Town Clerk