

**Lincoln Board of Civil Authority Meeting Minutes
for early processing of ballots
Sunday, November 3, 2024 at 4:00 p.m.
At the Lincoln Town Office, 62 Quaker Street**

Zoom Recording link:

https://us06web.zoom.us/rec/play/DN_0CbDIHPzXQahUJv8iqHdw2G3NbhLKtdPBET01H-VupX9FYIx3yhhhZMa-Rh1vKpFMroBzLOjRf56.rki1OhHuSYhgqnKX?canPlayFromShare=true&from=share_recording_detail&startTime=1730668618000&componentName=rec-play&originRequestUrl=https%3A%2F%2Fus06web.zoom.us%2Frec%2Fshare%2FDNFgW2u6Cbqf4gMhPucRiiyr8AMnpwqJGRmdreWuy24YTmFYT7skA4ZPkJpkALyW.ZmBVsfTl8G6f06zv%3FstartTime%3D1730668618000

Present: BCA Members: Ilana Brett, Harry Reynolds, Tim McGowan, and Sally Ober.
Also present: Caroline Siegfried, Asst. Clerk, and Mary Lu Harding, Asst. Election Official.

We began late at about 4:10 p.m. We had to wait for late arrivals of a few of those who were expected.

Ilana, Harry, and Caroline checked names in on the checklists (Harry called out the names on each envelope, Caroline and Ilana each had a checklist.).

Sally, Mary Lu, and Tim removed ballots from the envelopes in a manner in which we ensured the privacy of the voted ballot. Ballots were unfolded and sealed in a ballot box with seals # 294522 and # 294523. We retained and alphabetized all of the certificate envelopes.

One person's name was checked in electronically on the checklist, indicating that we have her ballot in our possession, but we did not find it in the box to be checked in. It was an overseas voter who received her ballot electronically, so the envelope would have been different than the others. We double checked all the envelopes, but didn't find it. An investigation will continue on Monday.

Minutes respectfully submitted by Sally Ober, Town Clerk

[Clerk's note after Election Day: The missing ballot was found by Asst. Clerk, Caroline Siegfried. It was in our vault with the absentee ballot request forms, and it was brought to the polling place on election day and was counted. We will develop better ballot processing procedures to try to prevent this kind of mistake again. (Such as no multitasking and no answering the phone while processing ballots. Do not allow distractions which lead to mistakes.)]