

**Washington and Lamoille County Clerks and Treasurers Meeting  
December 3, 2014  
The Stone Grill, Morrisville**

**Call to Order**

Chair Carol Dawes called the meeting to order.

**Present**

Carol Dawes (Barre City), Donna Fitch (Calais), Mitzi Fleming and Sara Haskins (Morristown), Erni Wilbur and Diana Peduzzi (Woodbury), Monita Neill and Kim Moulton (Hyde Park), Donna Kelty (Barre Town).

**Minutes**

The minutes of October 22, 2014 were approved on motion of Diane Peduzzi, seconded by Sara Haskins. Motion carried.

**Program Director**

Sara Haskins is programs director. Please send program ideas to her at [shaskins@morristownvt.org](mailto:shaskins@morristownvt.org).

**Records Retention**

John Odum, Carole Dawes and Donna Kelly are working with Tanya Marshall, Director - Vermont State Archives & Records Administration, to streamline records retention guidelines, make them user friendly and searchable. The Municipal Records Committee is updating best practices.

**Program – Election Assistance Commission**

Carol shared the spreadsheet that she and Donna Kelty use to fill out the Election Assistance Commission (EAC) survey. They do not use the EAC tab in HAVA. Carol described in detail how the system works in HAVA and at the Secretary of State's Office, how data goes from clerks to Secretary of State's office and then on to the Feds. She will send her spreadsheet to attendees.

The meeting adjourned at 8 pm.

Respectfully submitted,

Donna Fitch  
Secretary