



WATAUGA COUNTY BOARD OF ELECTIONS

County Courthouse ♦ 842 West King Street Boone, North Carolina 28607

County Board of Elections Special Meeting Notice

August 5, 2025

AGENDA

1. CALL TO ORDER
2. PLEDGE
3. APPROVAL OF MINUTES FROM JUNE 10, AND JULY 22 2025
4. NEW REGISTRATIONS AND STATISTICS
5. DIRECTOR'S UPDATE
6. PUBLIC COMMENT
7. MUNICIPAL EARLY VOTING PLAN
8. ADJOURNMENT



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County Board of Elections

The Watauga County Board of Elections met on Tuesday, August 5, 2025, at 5:00 p.m. in the Watauga County Courthouse located at 842 West King Street, Boone, NC 28607. Board Members in attendance were Chairperson Eric Eller; Member Leta Councill and Secretary Terry Cirone. Members Pamela Cline and Elaine Rothenberg attended via Zoom. Also attending: Elections Director Matt Snyder and Deputy Director Donna Houck.

August 5, 2025

MINUTES

1. CALL TO ORDER

Chairperson Eric Eller called the meeting to order.

2. PLEDGE

All present pledged allegiance to the flag

3. APPROVAL OF MINUTES FROM JUNE 10, 2025

Member Councill moved to approve the minutes from the June 10th meeting which was seconded by Member Rothenberg. There was no discussion. The minutes were approved by a 3-0 vote with Secretary Cirone and Member Cline abstaining.

4. APPROVAL OF MINUTES FROM JULY 22, 2025

Member Cline moved to approve the minutes from the July 22nd meeting which was seconded by Member Councill. There was no discussion. The minutes were approved by a 5-0 vote.

5. NEW REGISTRATIONS AND STATISTICS

There were sixty-six (66) new registrations from July 22, 2025, to August 5, 2025. There are 43,417 active/inactive voters in Watauga County. There was no discussion concerning the report. Member Councill made a motion to accept the report, pending review, and the motion was seconded by Member Cline. The motion passed 5-0.

6. DIRECTOR'S UPDATE

Director Snyder reported that the County received a \$16,000 grant check for reimbursement for Helene expenses. He also reported that some additional money may also be available to address the expenses caused by Helene.

The Registration Repair project was launched by the state a few weeks back. The county has until August 15th to contact the three hundred eleven (311) people with registrations requiring information.

Work began on the storage area August 4th. Director Snyder is not sure if it will be completed in the time required to accept the new equipment. The backup plan is to utilize the Rock Building which is being prepped with the necessary security measures.

There is still some back and forth between the County lawyer and the equipment manufacturer concerning some paperwork still to be completed but there is movement with the anticipation that the County will be receiving the equipment soon.

There have been previous discussions concerning posting the BOE meeting recordings on the BOE website with a request for that having been submitted by Director Snyder. While the status of that request is not known Director Snyder also requested that the minutes from past BOE meetings also be posted on the website. All members agreed with that idea.

Lastly, the August 12th meeting was cancelled. The August 19th meeting will address moving the Watauga polling place for the Seven Devils election; moving the New River III polling place to the Rec Center permanently; and MAT Team Approvals. Director Snyder then gave a brief explanation of the work that the Multi Partisan Assistance Teams perform. These bipartisan teams go out to nursing care facilities to assist folks in registering to vote; in requesting an absentee ballot and otherwise providing them with the ability to participate in the voting process.

PUBLIC COMMENTS

The meeting was then opened for public comments. One speaker introduced herself giving a brief history of her work as a precinct worker during COVID and Hurricane Helene. She spoke of the recent appreciation dinner for precinct workers. Her main theme was that it is important that there be good communication between the workers on the ground and the powers that be to allow all to function without undue hardship.

Another speaker spoke to the concerns that while there have been changes to the voter information required on forms, the NCSBOE is still sending out the old forms to be used until all stock is gone before sending out new forms. This will create some confusion.

One speaker introduced herself as someone who had been a precinct worker at Plemmons Hall and wanted to speak in support of keeping that voting location. Chairman Eller then mentioned that voting locations for the upcoming municipal election was next on the agenda.

MUNICIPAL EARLY VOTING PLAN




Director Snyder spoke to the requirements of the Municipal Early Voting Plan including "in lieu" voting sites. Based on those requirements Director Snyder proposed we use the hours and schedules that were used in 2023. Meaning that the in lieu voting location will be open from October 16th to October 31st on weekdays from 8:00am to 5:00pm and on that last Saturday (November 1st) from 8:00am to 3:00pm.

The Town of Boone has offered to cover the cost of using the Plemmons Hall location to be open for four (4) municipalities. Director Snyder proposed having early voting there begin on Monday, October 20th from 10:00am to 4:00pm on weekdays and on that last Saturday (November 1st) from 8:00am to 3:00pm. Chairman Eller questioned the basis for the use of the 10:00am and 4:00pm times at Plemmons. Both Director Snyder and Member Council indicated that the was based on past experience with the use of that site.

There was no further discussion. Member Council made a motion to accept the Early Voting Plan as presented - the in lieu voting location will be open from October 16th to October 31st on weekdays from 8:00am to 5:00pm and on that last Saturday (November 1st) from 8:00am to 3:00pm. Additionally, the Plemmons Hall location will have early voting begin on Monday, October 20th from 10:00am to 4:00pm on weekdays and on that last Saturday (November 1st) from 8:00am to 3:00pm. Secretary Cirone seconded the motion. The motion passed 5-0.

ADJOURNMENT

Member Council made a motion to adjourn the meeting which was seconded by Secretary Cirone. The motion passed 5-0.


Eric Eller, Chair
Pam Cline, Member
Elaine Rothenberg, Member
Terry Cirone, Secretary
Leta Council, Member
Matthew Snyder, Director

Site and hour requirements for Municipals

Weekdays:

- CBE office (or in lieu of site) at a minimum must be open during normal business hours
- Additional sites – do not have to be open 8am-7:30pm on weekdays
- Additional sites if open, must be open the same days/hours as other additional sites

Scenario:

- County has CBE site and two additional sites (sites B&C)
- CBE is open normal business hours which are 8am to 5pm M-F
- Site B is open on Monday & Wednesday 8-3 and Friday 11-7
- Site C must also be open on Monday & Wednesday 8-3 and Friday 11-7
- All sites must be open the last Saturday from 8am-3pm

Site and hour requirements for Municipals

- Even if the county board of elections office (or in lieu of site) is open beyond regular business hours, the additional early voting sites do not have to be open those same hours, as long as the additional sites are open on the same days and hours as the other additional sites.
- Scenario – County has CBE site and two additional sites (sites B&C)
 - CBE is open M-F, 7am to 7pm (normal hours are 8am to 5pm)
 - Site B is open Tues and Thurs 1pm to 7pm
 - Site C must also be open Tues and Thurs 1pm to 7pm
 - All sites must be open the last Saturday from 8am-3pm

Watauga County Board of Elections Public Comment Sign-up Sheet

(PLEASE PRINT)

Date: August 5, 2025

Name: Donna Lisenby

Address: 154 Silverstone Farms Rd

Telephone or E-Mail: [REDACTED]

Subject Matter: Thank you for Election Worker BBQ

Name: Chris Behrend

Address: 214 Adams Ln

Telephone or E-Mail: [REDACTED]

Subject Matter: VR Forms

Name: _____

Address: _____

Telephone or E-Mail: _____

Subject Matter: _____

Name: _____

Address: _____

Telephone or E-Mail: _____

Subject Matter: _____