



## Northampton Board of Registrars

### Meeting Minutes

Meeting Date: Sept. 17, 2018

Time: 5:30 pm

210 Main Street, Room 4

Northampton, MA 01060

1. **Meeting Called To Order:** At 5:35 the meeting was called to order by City Clerk Pamela L. Powers. Present were: Registrar Klepacki, Registrar Kay and City Clerk Powers. Registrar Polachek was absent.
2. **Review Meeting Minutes from the July 10, 2018 meeting:** Registrar Kay moved to approve the minutes of July 10, 2018; Registrar Klepacki seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No, 1 Absent (Registrar Polachek).
3. **Election Results And Discussion About Outcome Of Election**

**Workers / Payroll:** A full complement of workers was available at every polling location. Payroll had been submitted but the Auditor's Office; however, they have been having problems generating checks due to the Munis software application. Checks should be going out in the very near future.

**Equipment:** There were no major equipment issues; although Ward 7B indicated a temporary problem with the machine shutting down during the processing of scanned ballots. The Warden reports that after the staff tried to clear a jam the machine shut down. We have been instructed by LHS technician that if the "clear button is pressed more than five times, the machine will automatically shut down. To avoid this problem in the future, poll workers should try to clear the machine only once or twice. If this fails to clear the jam, the ballot should be removed manually by sliding the scanning unit forward out of position and retrieving the ballot from the back of the scanner. The technician did caution that the worker should keep an eye on the read-out screen to determine whether the unit had been read by the scanner. If no, then the ballot should be re-fed through the scanner. If yes, then the ballot should be placed in the ballot box.

**Process:** We had a great process and things seemed to flow smoothly throughout the day. The results came in late (as we expected) due to the number of write-ins that were experienced. The write-ins made it necessary to hand count a good number of ballots; even those that were not hand counted were reviewed to make sure that voter intent was understood.

**Cleanup:** The shortened timeline to certify results means that we needed to have all of the ballots counted and available to the state by the end of week of voting. No issues were encountered during this period and we were able to meet the state's deadline for certification.

4. **November 6, 2018 Election Make-Ready Plans:** Training has already been done; however, we will continue to work with clerks to be sure to get consistent results reported on election night. A major issue seems to be that emergency bin ballots are sometimes not added to the scanned results which gives a lower-than expected candidate total. Most precincts have a good handle on the procedures and we will work with a handful of those that seem confused by the process for the upcoming November election. One-on-one training is planned.

5. **ROV Statistics:**

Since the July meeting the Registrars' Office has added 732 voters and changed 2,518 records within Northampton. These changes include removing voters from the Inactive status; updating name or address information; making party designation changes as requested by the voter. A total of 345 voters were deleted from the Northampton rolls.

All voters who voted in the September Primary were given voting credit in VRIS.

6. **New Business:** There was an inquiry made by a business who is interested in donating funds to be used to purchase signs reminding voters to come out and vote on Election Day. The signs would not promote the business in any way, but there is still the question of whether a business can make such a contribution to a municipality. Catherine Kay has agreed to check with the state agencies (Elections Division or State Ethics) to find out whether it is possible to accept such funds.
7. **Adjourn:** At 6:35 Registrar Klepacki moved to adjourn the meeting; Registrar Kay seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No, 1 Absent (Registrar Polackek),

Minutes recorded by City Clerk Pamela L. Powers

Catherine Kay . Charles Klepacki . Daniel Polachek . Pamela Powers  
cclerk@northamptonma.gov      phone 413.587.1291      fax 413.587.1308