



Northampton Board of Registrars

Meeting Minutes

Meeting Date: 12/4/2018

Time: 5:30 pm

210 Main Street, Room 4

Northampton, MA 01060

1. Meeting Called To Order: At 5:40 pm City Clerk Pamela L. Powers called the meeting to order. All Board members were present.
2. Review Meeting Minutes From The Previous Meeting: Registrar Kay moved to approve the Meeting Minutes from September 17, 2018 and November 16, 2018. The motion was seconded by Registrar Klepacki and approved on a voice vote of 4 Yes, 0 No.
3. ROV Statistics: The Board reviewed the following Statistics

Statistics		
	9/8/2018 – 11/5/2018	11/6/2018 – 12/4/2018
Added Voters	674	70
Changed Information (Name, Address, Party)	926	736
Deleted Voters	117	48

Staff have also gotten caught up on verifying information on Election Day Check-In and Check-Out books, scanning voters to give them voting credit in VRIS, and activated "Inactive" voters who voted on election day.

4. Donations- Can We Accept Them From Businesses? Continued to the January 8, 2019 meeting.
5. Review VRIS Compliance Calendar-The Board reviewed the VRIS compliance calendar; however there are no outstanding items that need to be addressed. The next "project" will be the city census, and the Clerk reports that everything appears to be on track for that. The Annual Street Listing is expected to go out in early February.
6. Census Timeline And Related Items: The plan for the 2019 Annual Street Listing includes the following:
 - Update the street listing form to remove the gender column from the form and instruction sheet;
 - Use black and accent color for the mailing;
 - Send the form with a response envelope plus the NEF insert and the FAQ flyer from the Clerk's Office.
 - Mail out no later than February 11, 2019.

The Board recommended asking for quotes from different vendors; however, the relationship that the City has had with the current vendor should be taken into consideration when making the final decision.

7. Review letter for Census insert: The Board reviewed the draft flyer created by Clerk Powers and offered the following:
 - Give the document an overall title (like City Census FAQ)
 - Make the flyer one page, single sided
 - Change the first question to read, "Did you know that your Annual Street Listing serves multiple purposes?"
 - Bullet the listing under the first FAQ.
 - The word "is" is missing from the third sentence under "Your Privacy is Important to Us". The sentence should read, "...information about minors is never released to the public".
 - Include the web address under the item, "Can I use the Annual Street List to Register to Vote?"
8. New Business: None
9. Adjourn: At 6:35 pm Registrar Polachek moved to adjourn the meeting; Registrar Klepacki seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Catherine Kay . Charles Klepacki . Daniel Polachek . Pamela Powers
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