**BOARD OF REGISTRARS**

**October 24, 2023 DRAFT Minutes**

* Attendees: Phillip O’Brien, Susan Deliddo, Victoria Hawks, Alissa Horsung
* Meeting was called to order at 9:08AM.

Meeting Minutes

* After discussion and review of the draft minutes from August 16, 2023, a motion was made and seconded to accept the meeting minutes. Vote was unanimous at 9:15am.

Voting Equipment Test Date/Location:

* Voting equipment test date scheduled for October 31, 2023 at the Town Hall, pending receipt of ballots. Alissa will post the testing date and time on Town News and Next Door for anyone who would like to attend.

Important Voter Deadlines

* The Board reviewed upcoming voter deadlines for the special state election on November 7, 2023. Voter deadlines will be posted on town news and next door to remind voters.
* November 7, 2023 Special State Election
1. 9:00am-5:00pm on Saturday, October 28th, the last day to register to vote at the Special State Election.
2. By 5:00pm on Tuesday, October 31st, the last day and hour to apply for mail-in ballot for the Special State Election.
3. By 12:00 Noon on Monday, November 6th – last day and hour to vote absentee in person.
4. By 8:00pm on November 7th, 2023 – last day and hour to return absentee/mail in ballot to Town Clerk’s Office or at the Ballot Drop Box. No Absentee/mail in ballots will be accepted at the polling place per State Election law.

UOCAVA Ballots/Workflow/Future Board of Registrar Meetings

* The Board reviewed dates on when to meet to count UOCAVA ballots for the federal election. Philip O’Brien recommended scheduling a refresher training session to count UOCAVA ballots prior to the presidential election. Alissa will consult with election warden and previous town clerk Lynne Grettum on training and schedule a follow up meeting with the Board of Registrars. At the time of the meeting, no UOCAVA applications were received for the November 7, 2023 election.
* A Quorum of 2/3 Registrars must be present to count UOCAVA ballots.
* **March 5, 2024 Presidential Primary**
	+ The Board will meet after the close of polls (8:00pm) on election day to count UOCAVA ballots. Location to be determined and posted.
* **November 5, 2023 Presidential Election**
	+ The Board will meet after the close of polls to count UOCAVA ballots received electronically/by mail by the close of polls on Election Day
		- Tuesday, November 5, 2023 at 8:00 pm
	+ The Board will meet again to count UOCAVA ballots mailed from inside the US that have been postmarked by Election Day and received by 5pm on the third day after Election Day.
		- Friday, November 8, 2023 at 5pm to count UOCAVA ballots.
	+ The Board will meet to count UOCAVA ballots mailed from outside the US that have been postmarked by Election Day and received by 5 p.m. on the tenth day after Election day.
		- Friday, November 15, 2023 at 5pm. (G.L.c. 54, § 95)

Recruiting and Retaining More Election Officers

* Discussion was had on retaining election officers and clarification made on who can serve as an election officer. A registered voter of Massachusetts can serve as an election officer for any town in the Commonwealth of Massachusetts. Not more than 2 election officers may be appointed who are 16 or 17 years old that meet the qualifications listed in (G.L.c.54, § 12) Election officers that are appointed must be able to attend one training session prior to working at an election.
* The Registrars discussed ways to encourage residents to be more involved in the form of more outreach. Phillip O’Brien will reach out to the Scouts for interest, and Vicky Hawks will reach out to the Council on Aging. Susan Deliddo brought up a Student UN at the Wachusett Regional High School. Alissa will reach out to the school.
* Vicky Hawks asked about the duration of election officer shifts and how many officers are needed for each shift . Alissa clarified that election officer shifts are generally 4 hours, but shift schedule can be flexible based on availability so long as there is coverage. Currently federal elections are split into three, 4 hour shifts and local elections are split into two, 4 hour shifts. The number of officers needed would be greater than anticipated due to a need for check-out table as the State of Massachusetts is in the process of certifying the Poll Pads, and there is a current shortage of counters/election officers for the presidential primary.

A motion was made and seconded to adjourn the meeting. Vote to do so was unanimous at 9:55am.

The meeting dissolved at 10:00am.

Respectfully submitted,

Alissa Horsung,

Town Clerk