



## **MEETING MINUTES**

### **BOARD OF REGISTRARS**

**Monday, June 10, 2019**

**10:30 AM**

**Selectmen's Hearing Room**

**Town Hall**

Ann Cuneo moved to call the meeting to order, motion seconded by Conley Ford.  
Voted unanimously and the meeting was called to order at 10:32 AM.

Registrars William Francis, Conley Ford, Kathleen Gardner, and Anne Cuneo, Chair in attendance.

Special Counsel, Richard Bowen in attendance.

Anne Cuneo moved to accept the agenda, motion seconded by William Francis and voted unanimous.

Recount workers for the June 20, 2019 recount of Question 1-Debt Exclusion were chosen by Kathleen Gardner, Town Clerk/Registrar from the lists of appointed election workers with no objections from the remaining registrars. The workers were chosen for their experience in reading and tallying ballots. Recount procedures were reviewed. The following is a list of positions of recount workers.

2-4 ballot runners

1 Final Tally Clerk-Nancy Holt

4 Registrars (3 minimum)

Town Counsel, Cindy Amara

Special Counsel, Rich Bowen

12-16 recount clerks, runners, and registrars will count out the blocks and the recount tally once the blocks are counted

(6 precinct teams), 1 reading clerk and 1 tally clerk facing each other at each precinct table

Red pens will be used to tally the ballots on the tally sheet by marking a slash in the box. You will be recording a "YES", "NO", or a "BLANK".

The public may attend the recount and will sit in the area outside the recount barriers.

Only the election workers, Registrars, Town Counsel, representatives and agents with authorization are allowed within the recount area. Observers and the public must remain outside the recount area.

Registrars will open/unlock the basement vault at Town Hall. DPW workers (with a truck) will arrive 10:30 AM to assist SPD in securing the removal of ballots from vault and delivery of all ballots and supplies to the SHS gym for the recount and then returning all ballots back to Town Hall. (One agent for each side may observe this process)

Once the ballots have been delivered to the gym, they will be placed on block counting precinct tables. The registrars will have block counting tables set up by precinct, where ballot boxes are opened (there is one per precinct) and counted out into piles of 10 and recounted in cross piles of 10, then 50 ballots will be placed in an envelope with precinct # and block #.

The runner will bring the ballot block envelope to the tally tables one envelope and tally sheet for that precinct and block at a time. The clerk who will be reading the ballots will open the envelope and the counting clerk will receive the tally sheet checking to be sure that the sheet matches the precinct and block # on the envelope.

The ballots should be spread fully on the table in front of the ballot reader. The reader will read the first ballot vote and the counter will record it (in red pen...NO OTHER WRITING IMPLIMENTS MAY BE ON THE TABLE OR IN THE WORKERS' HANDS) on the tally sheet in the column for the 1<sup>st</sup> ballot.

Once tallied, the reader will place the ballot face down and move on to the next ballot, read the vote, and the tally clerk will record it in column #2, and so on, until all ballots have been read and tallied. Once complete the ballots will be returned to their envelope along with the tally sheet signed by the reader and tally clerk. The runner will return the tally sheet and block envelope to the Registrars who will place the envelope into a labeled box for the now re-counted ballots. The tally sheet is given to the final tally clerk for recording. The tally clerks are now ready to receive the next block of ballots and tally sheet for their precinct, again making sure they proof the envelope and tally sheet for their specific precinct and block #. This continues until all ballots are tallied in that precinct.

The final tally clerk will tally the precinct block tally sheets on a final tally sheet for each precinct. The recount tally results will stand as the official final tally results for the Question 1-Debt Exclusion.

18 agents per side of ballot question will be allowed to witness the tally procedure. Names must be provided to this office no later than Wednesday, June 19, 2019 so name tags can be made. If someone is unable to attend at the last minute a substitute may be used but the name must be submitted to the Town Clerk's office.

There must be no conversation among agents or observers. One agent for each side may stand behind each clerk to observe. Agents may question the reader's call by stating loudly "I protest", at which time the clerks at the table being protested stop, do not tally that ballot and the ballot is given to the runner to give to the registrars for determination of the vote. The runner then returns the protested ballot to the tally clerk to be recorded as ruled by the registrars and placed with the other tallied ballots. If any party agent challenges the ruling of the registrars, one registrar signs the back of the challenged ballot and above his signature writes the precinct, block number, and ballot number and why the vote was protested. This ballot is returned to the table for counting according to the registrars' ruling, and then brought back to the registrars to be segregated with other challenged ballots and recorded on a "challenged ballots" index sheet. The recount clerk can keep track of "challenged ballots" retained by the registrars on their block envelopes.

Mr. Bowen explained that registrars are responsible for the ballots at all times during the recount. All counted ballot block envelopes and block tally sheets will be delivered to the precinct tally clerks, one envelope at a time by the runner. The runner will return recounted ballots in their envelopes and block tally sheets back to the registrars, at which time the registrars will place the recounted ballot envelopes in the appropriate box labeled for each precinct. The registrars will deliver the block tally sheet to the "Final Tally Clerk". This process continues until the recount is complete.

The floor plan of the recount area was discussed.

Anne Cuneo moved to adjourn the meeting, the motion was seconded by Conley Ford and voted unanimously in favor.

Meeting adjourned at noon.

Kathleen A. Gardner  
Board of Registrars, Clerk