

DRAFT MINUTES

SELECT BOARD MEETING

MINUTES

August 29th, 2018

1. Call Meeting to Order

Chair Julie Gilman convened the Select Board for a special meeting in the Wheelwright Room of the Town Offices at 4:00 p.m. Also present are Board members Molly Cowan, Anne Surman, and Kathy Corson. Town Manager Russ Dean also present, with Town Clerk Andie Kohler and Town Moderator Paul Scafidi. Selectwoman Cowan was available via phone for this meeting. Selectman Clement was not able to attend.

Town manager Dean asked Selectwoman Cowan if anyone was with her. The response was Sara Forman her colleague would be around but that she would be mostly by herself.

Moderator Scafidi explained the purpose of this meeting was to review duties related to the upcoming September 11th primary. During the last election there was a complaint filed with the attorney general's office by Nick Gray. Mr. Gray is on the Republican primary this coming election so it is important to meet and understand all responsibilities.

Mr. Scafidi referred to the yellow election book. Discussion topics included:

- Booths being set up by Select Board. As overseers of this, Mr. Scafidi suggested Board members rotate in the Monday prior to the primary to make sure the booths met their approval. These would be set up around Noon to 1 p.m.
- The Town Clerk and Town Moderator will be able to see the ballot boxes at all times.
- Selectwoman Gilman is on the ballot and she will have Niko Papakonstantis work on her behalf. Although Selectwoman Gilman could work the polls she chooses not to do so as to avoid any appearance of conflict.
- The map of designated parking is available. Designated spaces will be enforced. This has caused issues in the past with those wishing to have their signage close to the polls taking up prime parking spaces, wanting to park all day. This will be enforced by the Moderator working with the police.
- Select Board will monitor total vote counts.
- Select Board will check at night time – one member checks math and reconciles with Excel sheet maintained by Town Clerk.
- There was a complaint of “stuffing the ballot box” at the last election with absentee ballots. All agreed this did not occur and suggestion was to pull one ballot box aside to act as the main box to put in all absentee ballots.
- Former Select Board member Bill Campbell has been appointed by Moderator Scafidi as Assistant Moderator for the primary.
- Select Board members should sign the boxes containing ballots.
- There is a 10 foot width rule **in the walkway leading up to the doors of the atrium** (the “no touch” rule).
- No one will be allowed in the building wearing election propaganda. They will be asked to remove hats, buttons, etc. or be required to leave the polling place.
- We have wheelchairs to assist those in need. 1 in the gym, 1 in the foyer.
- Fire Department is available to do carry assists if needed.
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- There are signs for the polling place at the back of the yellow book to be used at the polling place.
- No one is allowed in the voting booth unless they are voting. Children are allowed. Loitering is not allowed in the voting area.
- Ballot clerks are sworn in. If Town Manager is to help he should be sworn in.
- Recent road names that have been changed by Select Board will be provided to assist ballot clerks who are checking ID's.
- Moderator will take photos of any disputed or questioned voter.

The meeting adjourned at 4:45 p.m. with Moderator Scafidi thanking all those in attendance.

Respectfully submitted,

Russell Dean
Town Manager