



## **BOARD OF ELECTIONS SUPERVISORS AGENDA**

**September 7, 2022, 5:30 PM**

1. Approval of Minutes of July 12, 2022
2. Guidebook Update
3. Review/Certification of Candidates who have filed to date
4. Review of 2022 Election Schedule:
  - a) September 2, 2022:
    - i) Deadline for Voter Registration
    - ii) Deadline for Regular Candidate Filing
    - iii) Begin accepting Absentee Voting Applications
  - b) September 27, 2022
    - i) Deadline for Write-In Candidate Filing
    - ii) Deadline for Withdrawal of Candidacy
    - iii) Deadline for Absentee Applications by mail
  - c) September 29, 2022 – Deadline for mailing Absentee Ballots out
  - d) September 30, 2022 – Deadline for Submission of Absentee Application in person
  - e) October 4, 2022, 7 AM-7 PM – Election Day
5. Election Training
6. General Discussion

Upcoming Meeting Schedule: Additional meetings may be added as needed.  
Tuesday, September 27, 2022, 5:30 PM

**TOWN HALL  
10 WILLIAM STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM**

Town of Berlin  
Board of Supervisors of Elections  
Meeting Minutes  
July 12, 2022

**Present:** Linda Bowen, Betty Tustin, Gina Velong,

**Absent:** (at start) Tony Bowen

**Staff Present:** Acting Town Administrator Mary Bohlen

**Others Present:** none

A Meeting of the Board of Supervisors of Elections was held on Tuesday, July 12, 2022 at 5:30 PM.

Ms. Bohlen introduced the Board members. She noted that Mr. Tony Bowen was on the way.

She noted that the first item on the agenda was the selection of a Chair and explained that the primary duties of the Chairperson were to “float” between polling places on Election Day as needed and to sign off on the Election Results; that individual may also need to step in to make final determination on an issue if needed. Because this was the first time the Board was meeting, she invited them to either nominate another member or themselves; Ms. Velong indicated that she would be willing to serve as Chair. The Board voted unanimously to make Ms. Velong chair.

Ms. Bohlen reviewed the functions and responsibilities of the Board, including certification of the candidates. In response to a question from Ms. Velong, Ms. Bohlen indicated that she would be reviewing the candidates’ filing documents before bringing them before the Board, but that the Board would have the final review to make sure that they had no questions and did not identify any irregularities. Ms. Tustin asked if the candidates were subject to a background check; Ms. Bohlen indicated that they were not.

Ms. Bohlen indicated that the Board operated the polls on Election Day from start to finish including counting of the ballots to certify the Election results. She also indicated that they would do a preliminary review of the voter roll, which would be discussed later in the meeting.

Ms. Bohlen provided copies of the Guidebooks and reviewed the contents, encouraging the Board members to read through them and let her know if there are any questions. She continued to review the contents, asking the Board members to review their contact information, and asked for their individual preferences for contact – via email, phone, etc. She reviewed the various dates noted on the Election checklist, indicating that the checklist was primarily for her reference in making sure that the Administrative work was completed as required. She also noted that additional items would be updated and added as appropriate as the Election Date approached.

The Board discussed the absentee voting process at some length. Ms. Velong asked what would happen if a voter went to the wrong polling place and Ms. Bohlen explained that an individual would only be on the voter roll at one location, so they would have to go to their proper polling place. Discussion followed regarding whether accommodations could be made to allow a voter to vote at either place. Ms. Bohlen indicated that she would look into it and follow up at their next meeting.

The review of the Election forms followed.

Mr. Tony Bowen joined the meeting in progress at approximately 5:45 PM.

Review of the forms continued. She noted that, by the Town Code, the Board, or their designee, was responsible for reviewing or approving Absentee voting applications, but, because it was not practical for the Board to review them in a timely manner, Ms. Bohlen would process them on the Boards behalf. Discussion of how absentee voters were handled followed, and Ms. Bohlen noted that, once an individual applied for and was sent a ballot, such was noted on the Voter Roll so that they could not then appear in person to vote.

Ms. Bohlen also noted that, before the actual Election, they would do some training in preparation for running the actual Election.

The Board reviewed the various upcoming deadlines and applicable dates between now and Election Day. Discussion regarding general Election information and issues followed.

Ms. Bohlen provided the Board with the Candidates' filing certificates for their review. As the Board reviewed the filing packets, Ms. Bohlen explained in greater detail about the Committee Registration form and the Poll Watcher Designation. She also noted that, should only one candidate file for a given seat, the Election for that seat would be cancelled as uncontested. In the past, on at least one occasion, this resulted in only one polling place being open or the entire election being cancelled and the individual(s) who were uncontested to be declared the winner. She noted that September 2, 2022 was the deadline for regular filing and September 27, 2022 for write-in filings; write-in filings would not appear on the ballot, but a space for the write-in would. The Board members signed off on the certification of candidates.

Ms. Bohlen provided copies of the preliminary voter roll and explained that the Board members were asked to review the roll and make notes of any individuals that they were aware of, who may not be valid voters – deceased, moved, etc. She asked the Board members to return the rolls with their notations by August 1, 2022 or to let her know if they had no notations.

General discussion followed. Ms. Tustin asked if voters were required to show identification and Ms. Bohlen indicated that they were not. As the discussion continued, Ms. Bohlen noted that there were communities addressing issues such as homelessness and other complicated circumstances. She explained that candidates, or others, were allowed to take multiple copies of Absentee Voting Applications, but no ballots would go out until the valid application was returned and that no one would ever be permitted to hand-carry a ballot to another individual. She also indicated that issues had been encountered in the past with applications or ballots being mailed from Town Hall and not being received in a timely manner by the voter, but that, once the item is placed in the mail, the Town had no control over its delivery by the Postal Service.

Ms. Bohlen reviewed the Board members preferred contact method and confirmed that she had the appropriate contact information. She encouraged the Board members to visit the Town's website and sign up to receive meeting notifications as an extra notification regarding meeting dates and times.

She noted that there was a vacancy on the Board and encouraged the Board members to ask friends or family if they would like to serve.

Hearing no further questions or discussion, Ms. Bohlen noted that the next meeting would be Tuesday, September 6, 2022.

Without formal motion or vote the Meeting adjourned at approximately 6:20 PM.

Respectfully submitted,  
Mary T. Bohlen, Town Administrator

