



City of Everett
Election commission
City Hall, Room 10
484 Broadway, Room 34
Everett, Massachusetts 02149
617-394-2297

**Minutes of the Meeting for the Election Commission
Monday January 22, 2017 at 5:30PM**

In attendance: Maureen DiPierro, Executive Director
Andrew Delory, Chairman
Ashley Brooke Morgan, Vice Chairman
Dorothy Martin-Long, Bryan Fucarile, Commissioners
Danielle Pietrantonio, Clerk

Absent:

Chairman opened meeting at 5:35PM

Approve the minutes from the prior December 4, 2017 Election Commission Meeting:

A motion was called to approve last meeting's minutes.

Motion to approve – Dorothy Martin Long

2nd – Bryan Fucarile

Motion Passed

Review Commission Budget YTD

Bryan gave the group an overview of the extra funds still available in the budget. He presented a graph that clearly illustrates the balances in each account and provides an easy to navigate overview of the total budget. Maureen asked the Commission to provide her with any of the figures that they want added in next year's budget that she will have to put together in the coming months. This request will be placed on the agenda for February's meeting.

No Action Necessary

Discuss upcoming September 2018 Primary Election dates and concerns related thereto. The September 2018 primaries will be held September 4, 2018 which is the day after Labor Day. Maureen informed the group that she had already contacted the schools to give them this information. She suggested that the Commission set a schedule in advance to figure out the logistics that go into preparing for an election that will take place the day after a long holiday weekend. Andrew suggested setting up the poll locations that Friday and leaving it over the weekend so Tuesday everything will be ready to go. The Commission agreed and

decided everyone will come in Friday, August 31st, to take care of everything in regards to setting up.

Maureen also informed the group that although she had originally planned on retiring in August of 2018 that she will postpone that and stay throughout the November elections.

Review most recent quote for the purchase of new voting machines to be submitted to the City Auditor for inclusion in upcoming Capital Improvement Budget.

The Commissioners reviewed the quotes from both LHS and ESS for 13 machines each that Maureen provided. The group had previously decided to go with LHS and the review of these quotes solidified their decision. The Commissioners did decide, however, to request a quote for an additional machine, bringing the grand total from 13 to 14. With 14 machines they will have 2 backups. Maureen will formally place that request Tuesday, January 23rd.

A motion to submit the LHS quote – Dorothy Martin Long

2nd – Bryan Fucarile

Motion Passed

Discuss Petition to State Auditor Division of Local Mandates seeking relief from potential September 2018 Early Voting Mandate

Andrew informed the group that had been working with Bill Campbell from Woburn regarding petitioning the state against early voting. The City must come to a decision regarding whether or not they feel it beneficial to take further action in court. Andrew volunteered to present this to Kevin O'Donnell who will then bring it to the mayor and report back feedback. The Commission must wait for a response from the mayor before they can move forward. The decision on how to proceed is pending until further notice.

No Action Necessary

Review application of surplus Commission budget towards needed election supplies/review procedure for moving forward with such purchases.

The Commission discussed items they would like to purchase with the surplus money they have available. They collectively decided that purchasing rope/guardrails for the polling sites, apparel for the Election Commission to wear on election day/other events, name tags for the poll workers and voting booths were all items they felt were pertinent. A catalog for apparel was supplied and the group will browse through it and make their final decisions by the next meeting. They also decided to immediately purchase one voting booth (that will be handicap accessible) so they can look it over next meeting before making the decision to purchase more.

Motion to order one Voting Booth – Dorothy Martin Long

2ns – Bryan Fucarile

Discuss the establishment of a clear roadmap for the continued purchase of necessary supplies in future annual Commission budgets.

This topic was discussed in the previous items.

Sergio Cornelio brought up having the Commission double checking to make sure they had the required back up polling locations for each precinct. The Commission and Sergio also discussed the logistics involved in cutting back on polling locations. This will need to be further looked into and the Commission will address it at a later date.

Discuss the status of Campaign Finance Reports

Maureen informed the Commission that she believes she had received just about every CFR from all those required to submit it. The due date was that day, Monday, January 22, 2018, so she hadn't had time to get a full account by comparing what she received to her list of



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elected officials. She will send out a second letter to everyone who has not submitted it in a week or two. Maureen also discussed how she sent out all the lodging forms/census letters. Sergio is writing a new ordinance regarding lodging licenses that will include that each establishment must have passed in their census before they can renew their license. Unfortunately, before this is completed in 2019 there is not much that the Commission or Maureen can do aside from sending out multiple letters requesting the information.

Vote to Set Date/Time for Next Meeting

The Commission decided the next meeting will be held on February 12, 2018 at 5:30PM.

Motion to set date – Bryan Fucarile

Second – Dorothy Martin Long

Motion to adjourn meeting 6:49PM

Motion – Dorothy Martin Long

Second – Ashley Brooke Morgan

Schedule next meeting

January 22, 2018 at 5:30PM

Reports: none

The next scheduled meeting of the Election Commission is February 12, 2018 at 5:30PM

The Chairman called for the close of the meeting and the meeting was adjourned at 6:49PM

Submitted by:

Danielle Pietrantonio, Clerk, Election Commission