

Town of Wheelock
Board of Civil Authority Meeting Minutes
July 20, 2022 3:00 PM
Wheelock Town Hall and via Zoom

Present: Vanessa Seguin (Clerk), Kim Crady Smith (BCA Chair), Peter Miller, Carol Rossi, Ann Lawless, Eileen Boland (via Zoom), Steve Amos (via Zoom)

Call to Order: The meeting was called to order by Kim Crady Smith at 3:05 PM.

Kim Crady Smith, Chair read the first item on the Agenda

Vote to use tabulator for Statewide elections.

Motion: A motion was made by Ann Lawless to *Vote to use tabulator for Statewide Elections*; and was seconded by Peter Miller

Discussion: Vanessa Seguin stated that the previous vote of the BCA was to acquire a tabulator, and thought there should be a vote to use a tabulator for statewide elections called upon at a duly warned and held meeting. Eileen Boland asked about costs associated with statewide elections. Vanessa Seguin stated that there would be no cost associated with State elections; Carol Rossi mentioned there are programming and other costs associated with local elections. Carol Rossi suggested acknowledging that it is not the intent of the BCA to use the tabulator for local elections at this time. All agreed.

Steve Amos asked about procedure and certification processes. In brief, Vanessa Seguin, discussed that while the idea is for the tabulator to provide a more efficient end of the night procedures at elections, there is still work to be done by the BCA and election officials at the end of the night; including processing write in candidates on ballots, and as always, nothing changes with the certification process; to include dual signatures of both the BCA and presiding officer. Vanessa Seguin also stated that since this is a primary, and our first time using the tabulator, it could be an equally as long post-election night process as previous hand count years.

Ann Lawless stated she will not be participating in election night counting because she will be out of Town and Eileen Boland stated she will not be participating since she is a candidate on the ballot.

Vote: Kim Crady Smith called for a vote. All in favor. Motion carried.

Kim Crady Smith read the second item on the Agenda.

Vote to authorize Clerk to appoint assistant election officials.

Motion: A motion was made by Steve Amos to *vote to authorize Clerk to appoint assistant election officials*; and was seconded by Carol Rossi.

Discussion: The BCA as a group discussed the need to appoint the assistant election officials through a certain date or period in time. It was decided that this motion would be through the end of the year and will include the August Primary and November General Election.

Vote: Kim Crady Smith called for a vote. All in favor. Motion carried.

Kim Crady Smith read the next item on the Agenda.

Logic and Accuracy testing on the tabulator.

Discussion: Vanessa Seguin explained that this does not need to be a warned meeting to perform the test, but thought it would be a good idea to do it with the BCA as a whole. She also explained that there was a programming issue with the original memory cards, but the new ones arrived and are ready to be tested.

Vanessa Seguin also stated that a Logic and Accuracy test is required to be performed not less than 10 days prior to the election. The Secretary of State provides a certain set of directions to prepare what is called a test deck. She then explained the purpose of a test deck; which is a set of sample ballots testing *every office and every candidate in every party at least once*. She also explained her and Carol also prepared an additional 10 sample ballots to process during the testing, also required by the Secretary of State as part of the logic and accuracy testing. The sample ballots were to be filled out, and hand tallied in normal procedure; which Carol Rossi and Vanessa Seguin did on 7/19/22, and then processed through the tabulator, and checked for a match to the hand tally.

Vanessa Seguin gave an equipment overview of the tabulator, opened the polls for the purpose of pre election testing and then processed 21 test ballots. There was one ballot that would not feed through the tabulator. The error message indicated an ambiguous mark in the voting area. Vanessa will follow up with SOS to determine what to do in this situation.

With the exception of the above ballot not having been run through the tabulator, all agreed that the hand tally matched the tabulator tally.

The tabulator was zeroed out, shut down.

Motion: A motion was made by Peter Miller and seconded by Ann Lawless to adjourn the meeting.

Vote: All in favor.

The meeting was adjourned at 4:23 PM.

Kim Crady Smith, BCA Chair
Town of Wheelock

Minutes by: _____
Vanessa Seguin, Clerk