



BOARD OF ELECTIONS SUPERVISORS AGENDA

September 27, 2022, 5:30 PM

1. Approval of Minutes of September 7, 2022
2. Guidebook Update
3. Review/Certification of Write-In Candidates (if applicable)
4. Review of 2022 Election Schedule:
 - a) September 27, 2022
 - i) Deadline for Write-In Candidate Filing
 - ii) Deadline for Withdrawal of Candidacy
 - iii) Deadline for Absentee Applications by mail
 - b) September 29, 2022 – Deadline for mailing Absentee Ballots out
 - c) September 30, 2022 – Deadline for Submission of Absentee Application in person
 - d) October 4, 2022, 7 AM-7 PM – Election Day
5. Election Training
6. General Discussion

**TOWN HALL
10 WILLIAM STREET
2nd FLOOR CONFERENCE ROOM**

Town of Berlin
Board of Supervisors of Elections
Meeting Minutes
Wednesday, September 7, 2022

Present: Linda Bowen, Tony Bowen, Gina Velong

Absent: Betty Tustin

Staff Present: Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub

Others Present: None

A Meeting of the Board of Supervisors of Elections was held on Wednesday, September 7, 2022, at 5:30 PM.

Ms. Bohlen introduced the Board members, as well as Human Resources Director Kelsey Jensen and new Administrative Assistant Kate Daub. She stated that Ms. Daub will be sitting in on meetings going forward during the new hire transition.

Ms. Bohlen acknowledged there will be no Facebook live stream, however, she confirmed that the meeting was being recorded as it is deemed a public meeting.

She noted the first item on the agenda was to approve the meeting minutes from July 12, 2022. Ms. Bohlen welcomed any questions from the Board upon seeking this approval. No questions and/or concerns were presented. Ms. Velong moved to approve the minutes as written. Ms. Bowen seconded. Approval was unanimous.

Ms. Bohlen distributed updated paperwork to be included in the Guide to Elections Handbook. The first update was made to Section 2, Attachment 1 and 2. Ms. Velong detected an error with Mr. Tony Bowen's contact phone number listed on Sheet 1 of Appendix A-1. The correct phone number was confirmed with Mr. Bowen. Additional updates for Section 3 and Section 4 were also provided and reviewed without additional corrections.

Lastly, the final update was distributed concerning Section 8 Legal and Filing Certificates. This section included copies of newspaper ads and filing certificates for the legally required notices to date. Also included in this section were two letters that had been sent to current Council Election candidates specifically regarding campaign marketing and campaign registration policies. She informed the Board that Mr. Dean J. Burrell was sent a letter to make him aware that some or all signs which had been placed indicating his status as a candidate for the office of Councilmember for District 4 did not contain the required language as set forth in the Code of the Town of Berlin. She added that Mr. Anthony T. Weeg was sent a letter making him aware that multiple campaign signs were placed throughout the Town of Berlin indicating his status as a candidate for the office of Councilmember for District 4, but Mr. Weeg had not filed a Committee Registration Form as provided to him in the filing packet.

Ms. Bohlen then reviewed the Certificate of Candidates who have filed to date. In addition to the candidates previously certified at the July 12, 2022, meeting, Mr. Dean Burrell had filed for the Council Seat in District 4. His filing packet was reviewed, and all Board of Election members present at the meeting signed off on this certification.

The Board reviewed notable dates remaining prior to Election Day. Friday, September 2, 2022, served as the deadline for voter registration, the deadline for regular candidate filing, and the date to begin accepting Absentee Voting Applications. Tuesday, September 27, 2022, serves as the deadline for Write-In Candidate Filing, the deadline for Withdrawal of Candidacy, and the deadline for Absentee Application by mail. Absentee Ballots must be mailed out by September 29th and the deadline for Submission of Absentee Applications In-Person is September 30, 2022.

The Board of Elections Supervisors committee will meet again on September 27, 2022, at 5:30 PM.

Ms. Bohlen provided an election training review, at which time Mr. Bowen requested he is provided a Supplemental Form as his phone number will again be changing. Training continued with Ms. Bohlen explaining the election day voting process. The voter is required to provide their name upon entering the voting location. The poll worker will then be required to find the name on the Voter Roll, at which time the voter will be given a Voter Activity Card (VAC). The voter will be asked to review the information on the VAC and confirm all is correct. Once confirmed, the voter will sign the back of the card and be provided with an official voting ballot. If a voter cannot be found on the voting roll, poll workers are instructed to contact the Worcester Board of Elections to confirm eligibility.

Ms. Bohlen emphasized that additional volunteers are still needed for polling elections sites. She asked that she be contacted if interest is shown. She also stressed to the Board of Election members that they are not permitted to publicly share any opinion and/or personal views regarding election candidates.

Ms. Velong asked for permission to post dates and polling locations for the election. Ms. Bohlen indicated that Board members could freely share that type of information but should avoid stating opinions on candidates or issues on the ballot.

Hearing no further questions or discussion, Ms. Bohlen again confirmed the next meeting will be held Tuesday, September 27, 2022, at 5:30 PM.

With a formal motion being made by Ms. Velong to adjourn the meeting, a second motion was made by Ms. Bowen. At this time, the meeting was adjourned at approximately 6:02 PM.

Respectfully submitted,



Kate Daub, Administrative Assistant