



**Board of Supervisors of Elections
Tuesday, September 8, 2026
5:30 PM**

**Berlin Police Department – Training Room
129 Decatur Street**

5:30 PM Berlin Police Department – Training Room

1. Approval of Meeting Minutes for Tuesday, July 7, 2026
2. Review/Certification of Candidates who have filed to date
3. Review of the 2026 Election Schedule
 - a) September 8, 2026:
 - Deadline for Candidates' Filing
 - Begin Accepting Absentee Applications
 - b) September 25, 2026:
 - Deadline for Absentee Applications
 - Deadline for Write-In Filing
 - Deadline for Written Withdrawal (will not appear on the ballot)
 - c) October 1, 2026 – Deadline for Mailing Absentee Ballot to Voter
 - d) October 2, 2026 – Deadline for Submission of Absentee Voting Application IN PERSON
 - e) October 6, 2026 – ELECTION DAY
4. Election Day Training & Review General Discussion
5. Adjournment

Upcoming Meeting Schedule: *Additional meetings may be added if needed.

Tuesday, September 8, 2026: 5:30 PM
Tuesday, September 29, 2026: 5:30 PM
Tuesday, October 6, 2026: ELECTION DAY!



Town of Berlin
Board of Supervisors of Elections
Meeting Minutes
Tuesday, July 7, 2026

Present: Starr Purnell, Deborah Speier, and Betty Tustin

Absent: Linda Bowen

Staff Present: Associate Town Administrator Kate Daub

A meeting of the Board of Supervisors of Elections was held on Tuesday, July 7, 2026, and was called to order at approximately 5:40 PM.

Associate Town Administrator Kate Daub called the Board of Elections meeting to order and welcomed members to the first meeting of the 2026 election year, held on Tuesday, July 7, 2026.

Ms. Daub stated that Agenda Item 2, Selection of Board Chair, would be tabled because the full Board was not present. She explained that it would be more appropriate to elect a Board Chair when all members were available and anticipated placing the item on the agenda for the Board's next meeting.

She then provided an overview of the functions and responsibilities of the Board of Elections. She explained that while the Board's guidebook was comprehensive, she had prepared a condensed reference sheet identifying key responsibilities derived from the Town Code. She stated that the Board's primary responsibility is to ensure municipal elections are conducted fairly, impartially, and in accordance with the Town Charter and applicable law. She noted that the materials also included information regarding voter registration, candidate qualifications, and election administration. Because the current members had previously served on the Board, she characterized the presentation as a refresher and encouraged members to contact her with any questions concerning their duties and responsibilities.

Ms. Daub referenced the Town's 2024 municipal election, noting that it was relatively small, with only one contested race. She stated that the Town anticipated more election activity in 2026 because three seats would be on the ballot. Although the Board was formally beginning its work for the election year, she noted that it was still early in the election process and anticipated having substantially more information available by the September meeting, including matters requiring Board certification.

Ms. Daub reviewed updates to the Board members' election guidebooks. She explained that certain materials are updated for each election cycle and therefore required replacement with 2026-specific information. She distributed a new cover page and directed members to Tab 2 of their binders. Ms. Daub stated that three of the four Board members were present and noted that one alternate position remained vacant. She reviewed the Board of Supervisors of Elections contact sheet, which included

contact information for Board members and staff liaisons. She noted that Town Administrator Mary Bohlen was unable to attend the meeting and identified herself as an additional staff liaison. Ms. Daub advised that the materials also contained information concerning Board duties, member qualifications, typical meeting schedules, and terms of office.

Ms. Daub reviewed the updated 2026 Election Schedule included in the guidebook. She explained that dates that had already passed were shaded gray, and Board meeting dates were highlighted in pale yellow. The remaining dates represented administrative and statutory deadlines, including advertising requirements, candidate filing deadlines, and election administration milestones. She noted that the election schedule was publicly available on the Town's website and stated that, while the schedule remained generally consistent with prior election years, all dates had been updated for the 2026 election cycle.

Ms. Daub then directed members to Tab 5, which contained the 2026 Election Candidate Filing Packet. She advised that, while the packet was extensive, no substantive changes had been made compared with prior years. She then conducted a detailed review of the election schedule, beginning with the Town's plan to advertise for Election Day workers on or before August 12, 2026. She explained that because three offices would be on the ballot, including the District 1, District 4, and At-Large seats, the Town anticipated operating two polling locations and could therefore require additional Election Day personnel.

Ms. Daub stated that September 4, 2026, would serve as the voter registration deadline. She informed the Board that staff had received the preliminary voter roll from Worcester County the previous evening. Because staff had not yet completed their review of the voter roll, she stated that she preferred not to present the information prematurely and would instead provide it to the Board at its September meeting.

Ms. Tustin identified an apparent discrepancy in the schedule concerning mail-in voting application deadlines. She noted that one entry referenced applications received by mail through September 25th and referenced in-person applications through September 27th, while another entry identified October 2nd as the deadline for in-person applications. Ms. Daub reviewed the discrepancy and thanked Ms. Tustin for bringing it to her attention. She confirmed that the September 27th reference should be removed and that October 2nd was the correct deadline. Ms. Daub stated that she would update the election schedule accordingly.

Ms. Tustin subsequently requested clarification regarding the August 12th advertising deadline for Election Day workers. Ms. Daub explained that the Town would advertise for volunteers to assist with Election Day operations and stated that operating two polling locations would create a greater staffing need. Ms. Tustin asked where the polling locations would be located. Ms. Daub advised that the polling

locations remained consistent with those used in the 2024 election and identified St. Paul on Flower Street and Buckingham Church as the planned polling sites.

Ms. Purnell stated that she believed she had already seen social media advertisements seeking poll workers. Ms. Daub confirmed that the Town had begun implementing a communications schedule to raise awareness about the upcoming election. She noted that the Town also advertises in local newspapers and stated that the August 12th deadline related specifically to ensuring the Election Day worker advertisement was submitted for publication. Ms. Daub concluded the election schedule review and again encouraged members to notify her of any scheduling conflicts.

Next, Ms. Daub reported that two candidates had filed for office as of the meeting date. She stated that one candidate had filed for the District 4 seat and another for the At-Large seat. Because a quorum was present, she distributed the filing packets and commenced the certification review process.

Ms. Tustin asked for clarification regarding the offices subject to election in 2026. Ms. Daub explained that the District 1 seat currently held by Steve Green, the District 4 seat currently held by Dean Burrell, and the At-Large seat currently held by Jay Knerr would all be on the ballot. Ms. Daub advised that Mr. Knerr had filed for reelection to the At-Large seat and that resident Tony Weeg had filed as a candidate for District 4.

As the Board reviewed the filing packets, members examined the required forms, supporting documentation, and certifications. Ms. Daub instructed members to initial the upper-right corner of designated documents after completing their review.

Ms. Daub also reminded Board members that several amendments to the Town Charter and Code had been adopted during the previous election cycle. She noted that those amendments had already been incorporated into the guidebook and stated that she did not anticipate significant additional revisions at that time. She encouraged members to review the guidebook and contact her with any questions or concerns.

With no further questions, the meeting was adjourned at approximately 6:14 PM.

Respectfully submitted,



Kate Daub

Associate Town Administrator

Date		Action	NOTES
by 1/15/26	X	Letter with relevant deadlines to County Bd of Elections	
~ 1/16/26	X	Reach out to St. Paul re: polling place	
~ 2/20/26	X	Letter to Buckingham and St. Paul	
by 6/1/26		Letter to Board/Polling Places	
		All Forms/Packets/Ads, etc. ready	
		Publish to web	
		Request Preliminary Voter Roll from Wor Bd of Elections	
~ 7/1/26		Receive Voter Roll from Worcester Bd of Elections	
		Have forms, ads, packets ready	
7/7/26		5:30 PM Meeting w/ Board - General Preparation Meeting	
7/10/26		Press Release w/Election Dates	
7/31/26		Letter to Clerk of Court re: swearing-in of Mayor	
~ 8/3/26		Return voter Roll updates to Worcester	
8/4/26		Email Ads: to run 8/7/2026	
		Voter Registration	
		Candidate Filing	
		Absentee Application (note also to run 9/4/2026)	
~ 8/12/26		Advertise for Election Day Workers	
8/17/26		Request final voter roll from County (effective 8/30/26)	
9/4/26		DEADLINE for Voter Registration	
9/8/26		DEADLINE for Candidates' Filing	
9/8/26		BEGIN Accepting Absentee Applications	
9/8/26		5:30 PM Meeting w/ Board - Review Candidates for Certification	
9/9/26		Set up Absentee Ballots	
9/9/26		Email Notice of Election Ad to run week of 9/11 and 9/18	
9/25/26		DEADLINE for Absentee Applications rec'd by mail (IN-PERSON UP TO 9/27/26)	
		DEADLINE for Write-In Filing	
		DEADLINE for written-withdrawal (will not appear on ballot)	
9/29/26		5:30 PM Meeting w/ Board and Workers - Training/Final Review, As applicable: Determination of election cancellation, Certification of Write-In Candidate(s)	
10/1/26		DEADLINE for mailing absentee ballot to voter	
10/2/26		DEADLINE for submission of Absentee Voting Application IN PERSON	
10/6/26		Election Day	
10/7/26		Send results to Clerk of Court	
10/13/26		Swearing-in (note: Tuesday meeting due to Columbus Day holiday)	
10/14/26		Letter to Clerk w/Oaths of Office; Certified results to State	

Activity Timing

Advertising

Not less than 2 weeks prior to applicable date

Voter Registration Closed

Not less than 30 days prior to election

Absentee

Applications accepted: No more than 30/No less than 7 by mail/Friday

Voting

before Election in person. Ballots mailed: No less than five days before

Candidate Filing Deadline

Regular: No less than 28 Days Before Election; Write-In: No less than 7 Days before Election