



**Election Commission Meeting**  
**Thursday, September 14, 2023 at 5:30 PM**  
**Philip Pane Hearing Room - Lower Level**  
**149 Main Street**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on September 14, 2023 at 5:30pm. Location: Philip Pane Hearing Room - Lower Level, 149 Main Street
  - B. Public may comment through email: [saddonizio@watertown-ma.gov](mailto:saddonizio@watertown-ma.gov)
  - C. Please Visit the Election Commission Website here: <https://www.watertown-ma.gov/381/Election-Commissioners>
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- 1. Call to Order
- 2. Roll Call
- 3. Acceptance of Minutes
  - A. Meeting of May 6, 2023
- 4. Updates and Discussion of November Municipal Election
  - A. Ballots
  - B. Machine testing
  - C. Election workers
  - D. Vote-by-mail and early voting
  - E. Polling places
  - F. Processing and tabulation of early votes
  - G. Election night procedures
- 5. Other Updates and Discussion
  - A. Status of inactive voter list
- 6. 6. New Business
- 7. Adjournment

## **Watertown Board of Election Commissioners**

**May 9, 2023**

The Watertown Board of Election Commissioners met on May 9, 2023 in the lower hearing room of the administration building. Commissioners Jon Hecht, Eugene Slaven, Adam Brewster, and Chris Dunn were present. No members were absent. City Clerk Janet Murphy, Head Clerk Noelle Gilligan and Election Clerk Stephen Addonizio were also present representing the city clerk's office.

### **1. Call to Order**

The meeting was called to order at 5:30 pm.

### **2. Roll Call**

All members were present.

### **3A. Acceptance of Minutes**

The minutes of the meeting held on April 4<sup>th</sup> were approved with four in favor and none against.

### **4. Reorganization**

The city manager has not yet nominated a candidate for the 2023-2027 term. The board decided to elect officers assuming that its membership would not change. Following the traditional assignment of roles, Jon Hecht was elected to serve as chair; Eugene Slaven was elected to serve as vice-chair; and Adam Brewster was elected to serve as secretary. All votes were unanimous with four in favor and none against.

### **5. Authorization to Use Signature Stamp in 2023**

The board voted 4-0 to allow the city clerk to use a stamp representing signatures of members of the board to authenticate signatures of residents on nomination papers and petitions for the 2023 election year.

### **6A. Incorrectly Registered Voter**

The city clerk reported that the individual's registration has been updated to accurately reflect their current residence and that the officers of the precincts have been appropriately briefed. No further action is required.

### **6B. Proposed Schedule for Early In-Person Voting**

2023 is a local election year. By law, in local election years, early voting by mail is allowed unless the city opts out, and early voting in-person is not allowed unless the city opts in. Early voting by mail has been popular and the city does not intend to opt out. The clerk discussed a plan to also allow early voting in-person during the week before election day on Tuesday and Wednesday from 10 am to 4 pm and Thursday from 8 am to 4pm. These hours are when the data from past years show voters are likely to take advantage of the opportunity and balance the desire for more hours of availability with the limited resources of a small department. We do not expect a preliminary election to be necessary this year, but in the event that it is, the same schedule would be followed for the preliminary and general elections. The board approved the plan with four in favor and none opposed. The clerk will work with the city manager to ensure adequate funding is available and to put the question on the agenda of the city council.

### **6C. New Election Night Procedures**

Plans for changes to the procedures to be followed after the polls close on election day were discussed. Ideas included scheduling delivery of late arriving ballots to the precincts in advance, counting ballots that arrive after the last delivery by staff in city hall, further simplification of the paperwork required of clerks and wardens, and closing the clerk's office for other services on the day after an election. No decision was reached, but the discussion will be continued the next meeting.

### **New Business: Polling Places**

There was an effort to move polling places of several precincts last year. Adam Brewster asked if there was any plan to make further changes to polling places. The clerk reported that there are no plans to make further changes this year, but she believes that the city should consolidate to save money in future elections.

## **7. Adjournment**

The meeting adjourned at 7:00 pm.

Adam Brewster, Secretary