



TOWN OF NEWBURY  
OFFICE OF TOWN CLERK  
12 KENT WAY  
NEWBURY MA 01922  
978-465-0862 Ext. 314/315  
[townclerk@townofnewbury.org](mailto:townclerk@townofnewbury.org)

**Approved April 4, 2018**

Board of Registrars Meeting Minutes – Jan. 24, 2017

Meeting convened at 4:00 PM

Board members present were: Cary S. Boyd, Douglas J. Kuhlmann, Harry R. Fish and Leslie A. Haley

Purpose of the meeting was to review process for check-in at the upcoming STM scheduled for Jan. 31, 2017 and discuss most efficient methods as well as familiarize the Board with the electronic voting devices and process to be utilized at the meeting.

Also, to discuss options for future voter registration sessions and to decide if it would be prudent to appoint Assistant Registrars for that purpose.

All members acknowledged issues with getting the large volume of voters checked in in a small time-frame as many arrive at the same time, close to the start time of the meeting.

The decision was made to:

- 1.) Split the list 3-ways which would require 6 check-in attendants
- 2.) Each person working check-in will have their own hand-stamp rather than sharing only 1 per table
- 3.) A separate table would be available for any voter listed as "Inactive" in combination with a Guest check-in area
- 4.) A designated check-in person would text the Town Clerk as to the status of the line when the meeting start time was getting close to allow the Moderator to postpone the start time if necessary
- 5.) Signage would be placed to direct voters as they arrive
- 6.) There would be 1 person stationed at each of the 2 entrances to the gym handing out the electronic voting devices and reminding voters that the devices must be returned when they exit the meeting.

The Town Clerk outlined past issues with lengthy voter registration sessions mandated by MGL, especially noting that STM sessions land on Fridays.

The Board discussed the options available: Dividing the hours in a fair and equitable manner using Board members only or appointing Assistant Registrars for registration sessions.

The Board voted to utilize current Board members only for the sessions and forego appointing Assistant Registrars at this time.

Meeting adjourned at 5:10 PM.

Respectfully submitted,

Leslie A. Haley, Town Clerk