

**Board of Election Commissioners Meeting  
Wednesday, July 18<sup>th</sup>, 2018  
6:30 p.m.  
Esther Howland Chamber, City Hall**

**Call to Order by the Chairperson**

**Pledge of Allegiance**

**Roll Call**

**Approval of the Minutes of the May 16<sup>th</sup> Meeting**

**Public Hearing:**

- 1. 6:30 p.m. – Hearing: concerning the proposed Early Voting locations for the upcoming November 6<sup>th</sup> State Election.**
- 2. 6:35 p.m. – Hearing: concerning relocating Ward 6 - Precinct 5 polling location to the Emanuel Lutheran Church, 200 Greenwood Street. The current Location is the Bethlehem Covenant Church, 46 Greenwood St.**

**New Business:**

- 3. Discussion concerning the 2018 poll worker selection and training for the September 4<sup>th</sup> State Primaries.**
- 4. Preparations for the Tuesday, September 4<sup>th</sup> State Primaries.**
- 5. Clarification on the process commissioners can follow to place an item on the agenda.**

**Old Business:**

- 6. Update concerning the regulations of Early Voting by mail and the costs associated with it.**
- 7. Update concerning the 2018 Student Poll Worker program.**
- 8. Update concerning the 2018 Street Listing and Inactive Confirmation Mailing.**

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**Next Meeting Date:**

**Adjournment:**

**Worcester Board of Election Commissioners Minutes  
Wednesday, May 16, 2018  
6:30 pm  
Esther Howland Chamber, City Hall**

**Call to Order by Chairperson Perotto**

**Pledge of Allegiance**

**Roll Call:**      Commissioner Perotto  
                    Commissioner Duffy  
                    Commissioner Octave  
                    Commissioner VanderSpek  
                    Commissioner Stewart

**Approval of April 25 Minutes**

**Public Hearing:**

**2018 Early Voting Locations for 2018 State Elections**

**Update from Niko Vangjeli, Assistant City Clerk:**

- Proposing a similar schedule to 2016 Early Voting.
  - Locations have been proposed but not finalized. They include the Unitarian Church, Worcester Public Library, Webster Square Apartments (WHA), May Street building at Worcester State University.
- Parking and ADA accessibility are critical elements to consider.
- City Council should approve Early Voting budget by June meeting.

Commissioner Octave suggests that the Main Branch of the YMCA be considered as an Early Voting location.

No one from the public appeared at the hearing.

Hearing recessed.

**New Business:**

**Relocation of Ward 6 Precinct 5 Polling Location from Bethlehem Covenant Church, 46 Greenwood St.**

The church is being sold so cannot be used as 2018 polling location.

Possible sites, per Niko Vangjeli, Assistant City Clerk :

- Emanuel Lutheran Church, 200 Greenwood St
- Price Chopper, 564 SW Cutoff –
  - inside space is too small
- Greenwood Gardens, 327 Greenwood St.
  - parking is insufficient

**Motion by Commissioner: Select the Lutheran Church. Seconded: Commissioner Duffy**

**Roll Call: Yes, unanimously.**

**Public hearing will be held at the next meeting.**

**Early Voting by mail and associated costs**

- Mailers for Early Voting By Mail are sent on first day of early voting.
- 2016: 109 voters took advantage of Early Voting By Mail. Most took advantage of in person Early Voting.
- Early Voting by Mail is significantly different than Absentee Voting, where ballots are mailed yo to 45 days before Election Day.

**Question from Commissioner Octave: If Voter requests EVBM. If it is returned after EV is over, what happens to the ballot?**

**Commissioner Stewart 's Motion: Niko Vangjeli, Assistant City Clerk should respond to Commissioner Octave's question at the next meeting.**

**Roll call for whether Niko Vangjeli should respond to this. Yes, unanimously..**

**Niko Vangjeli, Assistant City Clerk will provide a report on this at next meeting.**

**Commissioner Stewart question re: What are the costs of EVBM?**

**Old Business:**

**Update concerning implementation of Early Voting for Nov. 6, 2018 State Election**

**Ward 6, Precinct 5: suggestion re: Lutheran Church and Commissioner Octave's proposal regarding the Main Street YMCA as an early voting location.**

**Next Meeting Date: June 13, 2018 6:30pm**

**Adjournment**

## Proposed November 2018 Early Voting Schedule

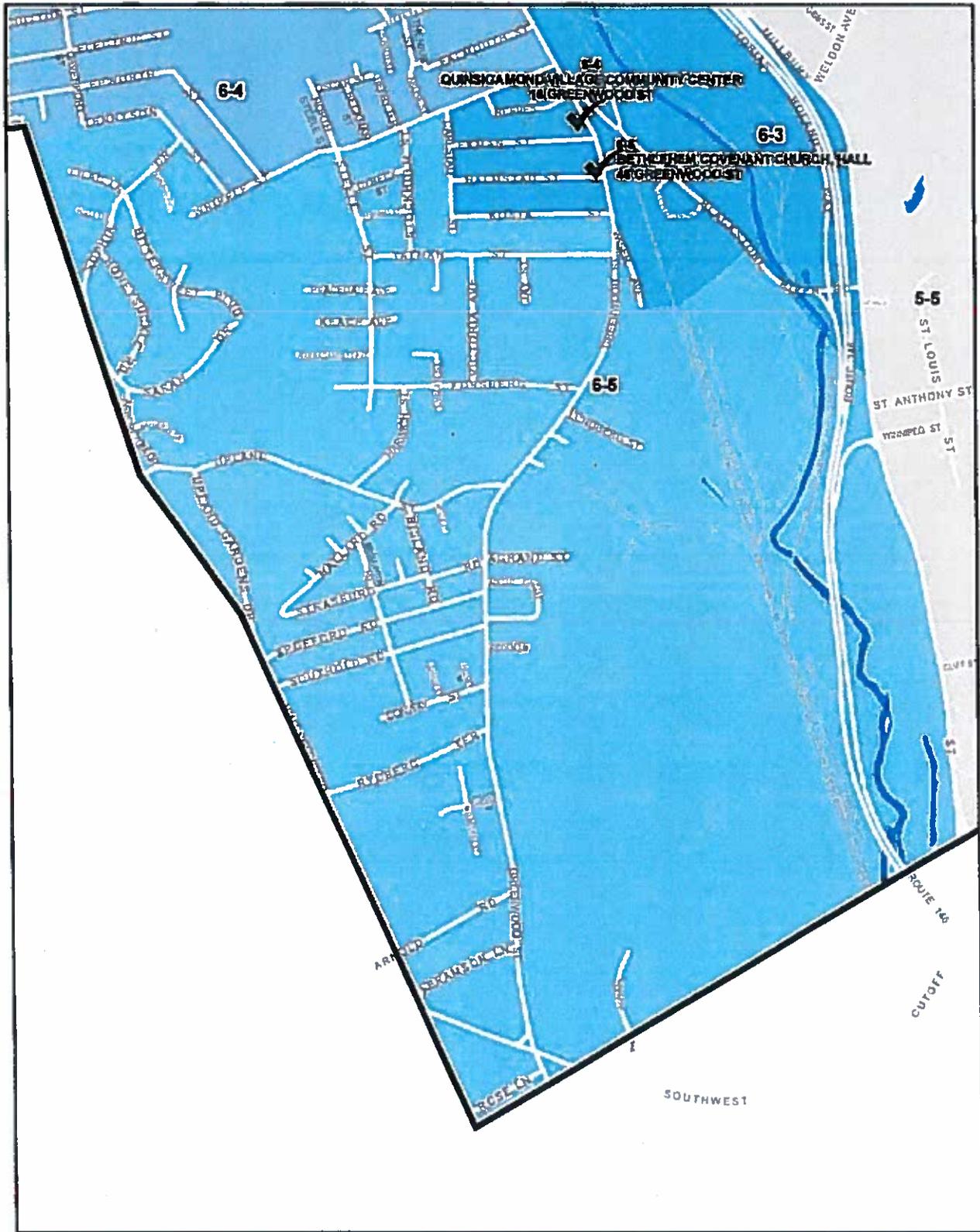
<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>District</b>
<b>Monday October 22, 2018</b>	8:45 am to 7pm	<b>EV Precinct 1</b> Unitarian Universalist Church 90 Holden Street	<b>13th Worcester</b>
<b>Tuesday October 23, 2018</b>	8:45 am to 7pm	<b>EV Precinct 2</b> Worcester Senior Center 128 Providence Street	<b>16th Worcester</b>
<b>Wednesday October 24, 2018</b>	8:45 am to 7pm	<b>EV Precinct 3</b> Worcester Public Library 3 Salem St	<b>15<sup>th</sup> Worcester</b>
<b>Thursday October 25, 2018</b>	8:45 am to 7pm	<b>EV Precinct 4</b>	
<b>Friday October 26, 2018</b>	8:45 am to 7pm	<b>EV Precinct 5</b> May Street building, Worcester State University 280 May Street	<b>13th Worcester</b>
<b>Saturday October 27, 2018</b>	10 am to 6 pm	<b>EV 1</b> Unitarian Universalist Church <b>EV 4</b>	
<b>Sunday October 28, 2018</b>	10 am to 6 pm	<b>EV 2</b> Worcester Senior Center <b>EV 5</b> May Street building	
<b>Monday October 29, 2018</b>	8:45 am to 7pm	<b>EV Precinct 1</b> Unitarian Universalist Church 90 Holden Street	<b>13th Worcester</b>
<b>Tuesday October 30, 2018</b>	8:45 am to 7pm	<b>EV Precinct 2</b> Worcester Senior Center 128 Providence Street	<b>16th Worcester</b>
<b>Wednesday October 31, 2018</b>	8:45 am to 7pm	<b>EV Precinct 3</b> Worcester Public Library 3 Salem St	<b>15<sup>th</sup> Worcester</b>
<b>Thursday November 1, 2018</b>	8:45 am to 7pm	<b>EV Precinct 4</b>	
<b>Friday November 2, 2018</b>	8:45am to 4:15pm	<b>EV Precinct 5</b> May Street building Worcester State University 280 May Street	<b>13th Worcester</b>

**Proposed Locations for Ward 6 - Precinct 5**  
**Emanuel Lutheran Church**  
**200 Greenwood Street, Worcester, MA**









**City of Worcester  
Ward and Precinct Map**

**6-5  
(Ward-Precinct)  
Worcester, Massachusetts  
January 14, 2018**

Produced by  
City of Worcester  
Technical Services Division  
Geographic Information System



**Polling Places**



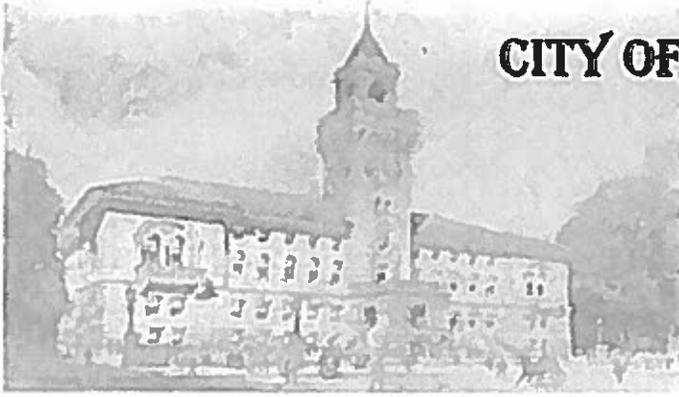
**Precincts**

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10
1-1	2-1	3-1	4-1	5-1	6-1	7-1	8-1	9-1	10-1
1-2	2-2	3-2	4-2	5-2	6-2	7-2	8-2	9-2	10-2
1-3	2-3	3-3	4-3	5-3	6-3	7-3	8-3	9-3	10-3
1-4	2-4	3-4	4-4	5-4	6-4	7-4	8-4	9-4	10-4
1-5	2-5	3-5	4-5	5-5	6-5	7-5	8-5	9-5	10-5

**DATA SOURCES**

All Spatial data: City of Worcester Geographic Information System  
 Ward and Precinct data: Board of Election Commissioners effective December 31, 2011.  
 This map is for reference only and is not a legal document.  
 Please contact the City of Worcester Assessing Department for official property maps.





**CITY OF WORCESTER, MASSACHUSETTS  
CITY CLERK DEPARTMENT**

**Susan M. Ledoux, City Clerk**

**Stephen A.J. Pottle, Assistant City Clerk  
Niko Vangjeli, Assistant City Clerk**

**Michael C. Perotto, Chairperson  
Worcester Board of Election Commissioners  
455 Main Street Room 208  
Worcester, MA 01608**

June 11, 2018

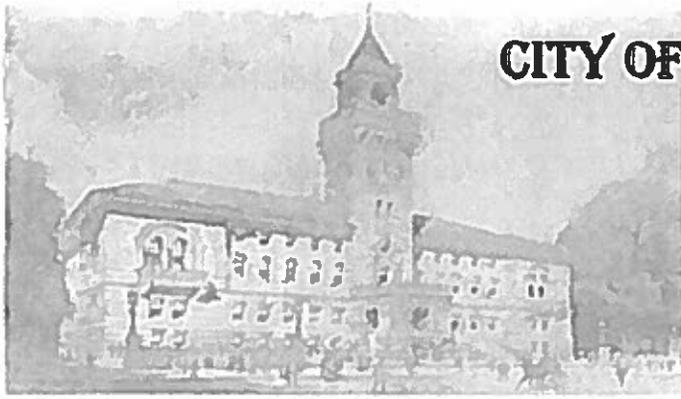
Dear Chairperson Perotto,

At a meeting held on Wednesday, May 16<sup>th</sup>, 2018, the board requested that I communicate to you the regulations and procedures concerning Early Voting by mail. Enclosed is a memorandum that will provide an overview of Early Voting by mail.

If you have any additional questions or require further clarification, we may discuss them at the next meeting.

Cordially,

**Susan M. Ledoux  
City Clerk**



**CITY OF WORCESTER, MASSACHUSETTS  
CITY CLERK DEPARTMENT**

**Susan M. Ledoux, City Clerk**

**Stephen A.J. Pottle, Assistant City Clerk  
Niko Vangjeli, Assistant City Clerk**

**MEMORANDUM**

**TO:** Worcester Board of Election Commissioners  
**FROM:** Susan M. Ledoux, City Clerk  
**DATE:** June 11, 2018  
**RE:** Early Voting by Mail Information

**Early Voting by Mail**

A registered voter in Worcester may opt to vote early by mail. In order to receive an early ballot by mail, the voter must submit a written request, which includes the voter's signature. Voters can use the Early Voting Application created by the Secretary of the Commonwealth or any other written communication requesting the ballot.

Upon receiving an EV ballot application or written request, we may create the EV voter in VRIS, but we cannot mail the ballot until the beginning of the early voting period (the first day of early voting).

When mailing an early voting ballot, we must include the following:

- Early voting ballot; and
- EV-7 (inner envelope with the affidavit on it); and
- Early voting instructions; and
- AV-8 (return envelope for the voter to mail back the ballot).

These materials must be put inside the AV-11 (the outer envelope).

AV-8 and AV-11 are now used for both the absentee ballots and early ballots. An Early Ballot Application is only required for an early ballot through the mail; in-person early voting does not require an application.

The deadline to apply for an early ballot by mail is 12:00 p.m. on Friday, (last day of early voting). Therefore, we must receive the application or written request in our office prior to that time. This deadline only applies to EV by mail.

### **Returning Early Ballots Received by Mail**

Early voting ballots requested by mail must be returned to the local election official by mail or in person (by the voter), no later than the closing of the polls on Election Day. Early voting ballots can only be returned by the voter, and cannot be returned by a family member.

Early ballots received through the mail or in person on Election Day must be counted at the polls—they may not be counted at the local election office or a Central Tabulation Facility.

### **Early or AV Mail-In Voters Who Want to Vote In-Person at an Early Voting Location**

A voter who had requested either an AV or an EV ballot be mailed to them may still appear and vote in person at an early voting location. A voter who is flagged on the early voting list with “AV” or “EV,” which denotes that they have applied for a ballot to be mailed to them, may be able to vote in person during the early voting period. However, we must get written confirmation from the voter, with their signature, stating that they will not vote the mail-in ballot. We have created a sample roster to use for this purpose at early voting locations.

When processing the records for the voter in VRIS, you must reject the original ballot in VRIS—either EV or AV—and add the date the EV ballot was voted in person. If an AV or mail early ballot is returned after the voter has voted in person during the early voting period, we must reject the mail-in ballot.

If a voter is already flagged as having returned their EV mail ballot, they are NOT eligible to vote in person at an early voting location or at the polls on Election Day.

### **Early Voters Voting in Person on Election Day**

A voter noted as EV on the voting list may only appear and vote in person at the polls if their early ballot has not yet been received by the local election official. If the early voter appears at the polls and the box next to their name does not have an “x” indicating that their early ballot has been received, the voter shall be allowed to vote in person—no certificate is required. Your poll workers should be instructed to indicate on the voters list that the voter voted in person, in case the ballot arrives after the voter has voted in person.

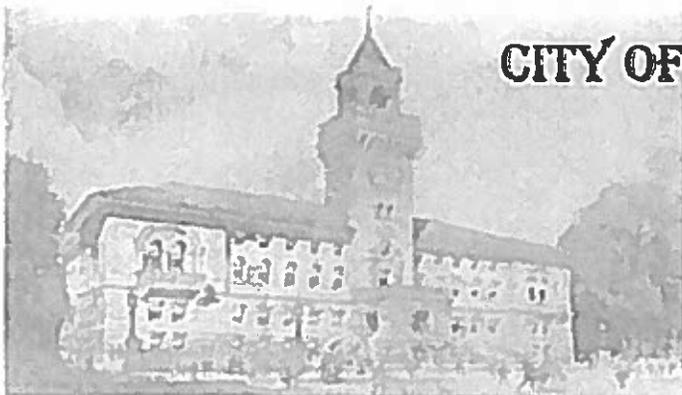
If the early ballot comes in after the person has voted in person, the warden must mark across the face of the envelope, "Rejected as Voted in Person," and the envelope must be preserved and destroyed in the manner provided by law for the retention, preservation and destruction of official ballots.

**Cost associated with Early Voting by Mail:**

The following materials must be placed inside the AV-11 (ballot envelope)

- Early voting ballot; and
- EV-7 (inner envelope with the affidavit on it); and
- Early voting instructions; and
- AV-8 (return envelope for the voter to mail back the ballot).

US POTAGE paid by the Elections Office: \$00.67 per envelope  
US POTAGE for the return ballot envelope paid by the Voter



**CITY OF WORCESTER, MASSACHUSETTS**  
**CITY CLERK DEPARTMENT**

**Susan M. Ledoux, City Clerk**

**Stephen A.J. Pottle, Assistant City Clerk**  
**Niko Vangjeli, Assistant City Clerk**

**Michelle K. Tassinari, Director/Legal Counsel**  
**Elections Division**  
**Secretary of the Commonwealth Office**  
**One Ashburton Place, Room 1705**  
**Boston, MA 02108**

**Dear Ms. Tassinari,**

At a meeting of the Worcester Board of Election Commissioners held on Wednesday, April 25, 2018, the Commissioners requested that I communicate to you some of the concerns and recommendations they have when it comes to processing Early Voting ballots on Election Day. In 2016 the City of Worcester processed over 32,000 folded ballots which caused major delays in the ballot separation process and issues with electronic tabulators. Moving forward the commission recommends that the Secretary of State explore the possibility of providing unfolded Early Voting ballots and envelopes that are the same size as the ballots. Furthermore, they also recommend that the Secretary explore the possibility of approving the use of the ES&S DS450 High-Speed Scanner & Tabulator for counting the 2018 Early Voting ballots. The DS450 continuously scans ballots to save election officials valuable time when tabulating Early Voting election results.

**If you have any questions don't hesitate to contact me anytime.**

**For The Commission,**

**Susan M. Ledoux**  
**City Clerk**



# DS450<sup>®</sup>

## High-Throughput Scanner & Tabulator

### Touch Screen Display

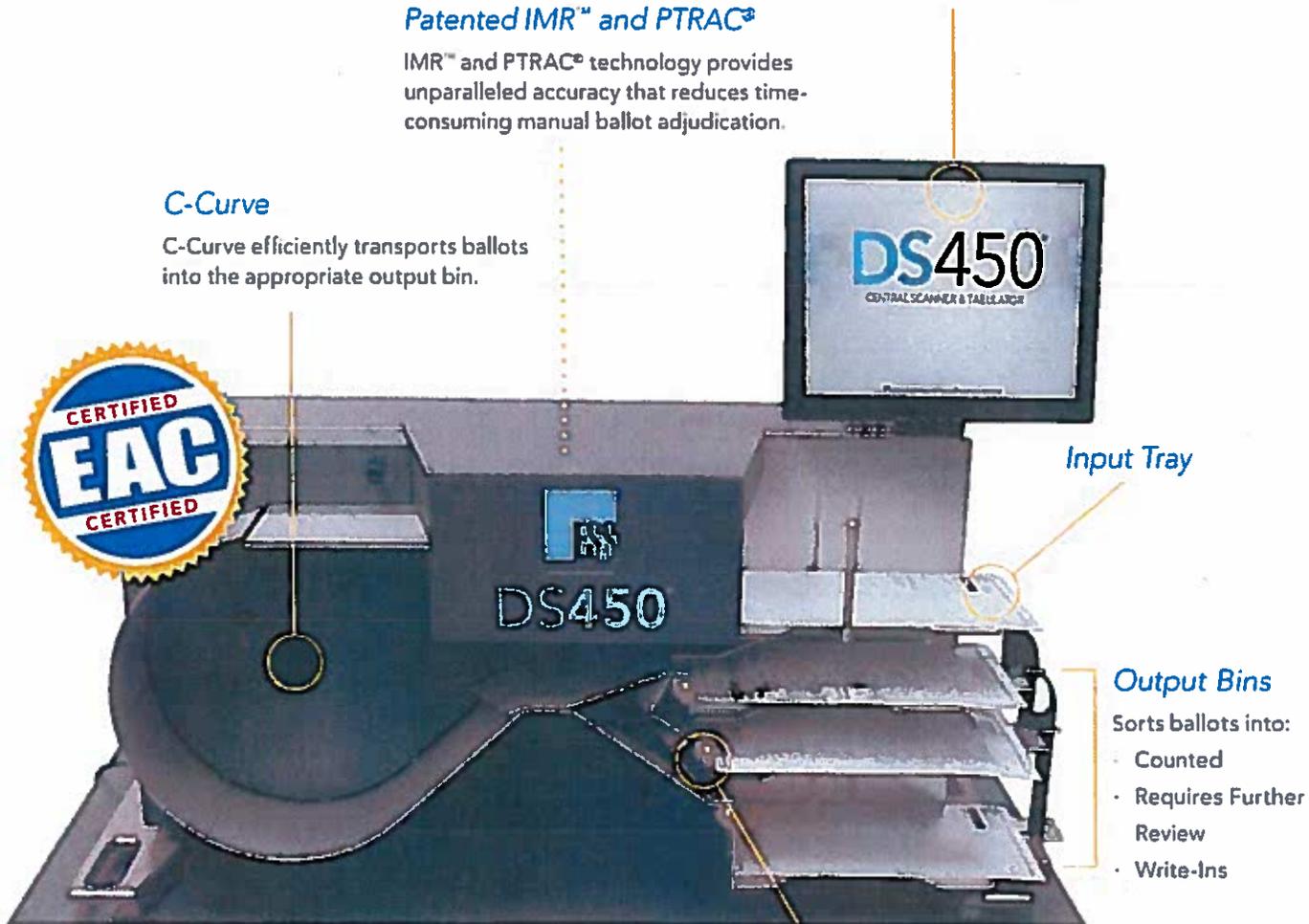
Walks the operator through every step of the tabulation process.

### Patented IMR™ and PTRAC®

IMR™ and PTRAC® technology provides unparalleled accuracy that reduces time-consuming manual ballot adjudication.

### C-Curve

C-Curve efficiently transports ballots into the appropriate output bin.



### Input Tray

### Output Bins

- Sorts ballots into:
- Counted
  - Requires Further Review
  - Write-Ins

### Paper Path Jam Management

LED light tracking feature enables easy management of ballot jams – prevents need to rescan entire batch.

# 72

The number of 14-inch flat ballots processed per minute



# DS450 Key Features

Customizable sorting is now more affordable than ever with the DS450 central scanner and tabulator. Process more ballots in less time, without stopping to sort overvotes, write-ins or blank ballots. ES&S sets the industry standard for high-speed scanners. The DS450 embodies the spirit of the DS850 while maintaining an efficient throughput along with affordability for jurisdictions.



## SECURE

System integrity and electronic audits make the DS450 part of the most dependable family of central vote scanners and tabulators in its class. Safeguards, such as data encryption and digital signatures, help protect sensitive data and verify authenticity, including certification of all firmware.



## FLEXIBLE

With three separate output bins, you can determine whether to outstack specific types of ballots for further review. Let the DS450 handle separating write-in votes, over-votes and blank ballots – all without missing a beat.



## ACCURATE

ES&S-patented IMR™ and PTRAC® technology ensures ballots are read accurately and consistently, protecting voter intent and minimizing manual adjudication.



## HIGH THROUGHPUT

Achieve faster sorts without stopping for each blank ballot with the DS450. It scans and sorts 14-inch double-sided ballots at 72 per minute into three output bins.



## FOLDED BALLOT PROCESSING

The DS450 is designed with a series of TruGrip™ rollers, which maintain constant contact with the ballot surface, ensuring quality control throughout the entire tabulation process.



# City of Worcester, Massachusetts

## CITY CLERK DEPARTMENT

Susan M. Ledoux, City Clerk

Stephen A.J. Pottle, Assistant City Clerk  
Niko Vangjeli, Assistant City Clerk

Maureen Binienda  
Superintendent of Worcester Public Schools  
20 Irving Street  
Worcester, MA 01609

Dear Superintendent Binienda,

On April 25, 2018, at the meeting of the Board of Election Commissioners, the commission requested that I write to you and request your assistance in recruiting additional students to work the polls for the State Election November 6, 2018. We currently have a few vacancies and we would like to work with the school department and the high school principals to fill the positions. Please let me know a date and time that is most convenient for you to meet and discuss this matter.

Furthermore, one of the efforts the City Clerk's office would like to undertake this upcoming fall semester is pre-registering to vote the student population who are 16 or 17 years old. Although you must be 18 years old in order to vote, students may pre-register to vote at 16 years of age. Students, who are 16 or 17, may submit voter registration forms to the Worcester election office, which will then place the student name on the list of pre-registrants. Once the student is old enough to vote, the election office will mail them an acknowledgement notice that will include party affiliation and the location of the polling place. The central goal of preregistration is to encourage voting among young people, the group that consistently has the lowest turnout rates.

On behalf of the Commission members, I look forward to working with you and to discuss additional efforts you feel we might make to encourage civic engagement and open access to the registration and voting processes in 2018.

For The Commission,

Susan M. Ledoux  
City Clerk

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VIII** ELECTIONS**Chapter 54** ELECTIONS**Section 11B** FILING FOR APPOINTMENT IN CITIES; PROCEDURE;  
ELIGIBILITY; EXAMINATIONS

Section 11B. The chairman of the city committee of each political party entitled to representation in the appointment of election officers may, not later than June first in each year, file with the registrars lists of enrolled members of such party who desire appointment as election officers as submitted to him by the several ward committees. The registrars shall, not later than April fifteenth of each year, make written notification to the chairman of record of the city committee of each political party and the chairman of record of the ward committee of each political party that said list must be submitted no later than June first of the same year. Upon the filing of such lists the registrars shall forthwith proceed to the consideration thereof and shall, on or before June thirtieth, submit to the mayor or other appointing authority the names of persons whose names appear on the lists, who in their opinion are qualified to act as election officers. The lists submitted

by the several ward committees shall contain not more than eight names for each office to be filled. Supplemental lists for any election district as submitted by the several ward committees therein may be filed by the said chairman at any time before the appointments for such district are made, for the purpose of filling vacancies which may occur in the original lists. No person shall be appointed as an election officer until he is found qualified to act as such as herein provided. Appointments shall be made from the original list before any names are taken from any supplemental list.

If, upon the expiration of fifteen days after notice given in writing prior to June fifteenth, in any year by the mayor or other appointing authority to the chairman of any political committee by whom lists are to be filed hereunder, and to the chairman of the state committee of such political party, neither the state nor city chairman shall have filed original or supplemental lists, the mayor or other appointing authority may appoint as election officers registered voters in the commonwealth, except as otherwise provided in this section recommended by the city clerk or election commission, who, in the opinion of the mayor or other appointing authority, are qualified to act as such.

Not more than 2 such election officers may be appointed who: (1) are 16 or 17 years of age; (2) are residents of the commonwealth; (3) are United States citizens when appointed; (4) are able to speak, read and write the English language; (5) have provided a letter from a parent or guardian giving permission for them to

serve as election officers; (6) have provided a letter from their school principal giving permission for them to be absent from school to serve as election officers if the election or a training will take place when school is in session or, if home schooled, have provided a copy of the document indicating approval to be home schooled; and (7) agree to attend required training sessions. If an election officer under this paragraph attends a school that encourages or requires community service, serving as an election officer may be considered a community service activity. In no case shall a person 16 or 17 years of age serve as an election officer on the day of an election for more than the number of hours permitted for such a person to work pursuant to section 66 of chapter 149.

The registrars may, if they deem it necessary, conduct examinations of persons whose names appear on the lists filed hereunder. Five days' notice shall be given of any such examination. The chairman of each city committee may appear and be heard either in person or by counsel, during the conduct of such examinations.

Ward No	Prnct No	Active	Inactive	Non-Voter	Grand Total
01	01	2286	517	387	3190
	02	2424	439	336	3199
	03	1348	258	210	1816
	04	2236	496	360	3092
	05	2024	618	339	2981
<b>01 Total</b>		<b>10318</b>	<b>2328</b>	<b>1632</b>	<b>14278</b>
02	01	2040	530	324	2894
	02	2072	575	333	2980
	03	1887	545	275	2707
	04	1624	792	224	2640
	05	1055	832	180	2067
<b>02 Total</b>		<b>8678</b>	<b>3274</b>	<b>1336</b>	<b>13288</b>
03	01	1547	754	232	2533
	02	495	514	52	1061
	03	1370	808	187	2365
	04	1121	1025	145	2291
	05	1506	696	218	2420
<b>03 Total</b>		<b>6039</b>	<b>3797</b>	<b>834</b>	<b>10670</b>
04	01	1016	914	159	2089
	02	1300	728	162	2190
	03	1073	1146	102	2321
	04	1387	689	217	2293
	05	1665	594	253	2512
<b>04 Total</b>		<b>6441</b>	<b>4071</b>	<b>893</b>	<b>11405</b>
05	01	1188	767	172	2127
	02	1718	749	315	2782
	03	2080	613	345	3038
	04	1759	616	236	2611
	05	1807	597	303	2707
<b>05 Total</b>		<b>8552</b>	<b>3342</b>	<b>1371</b>	<b>13265</b>
06	01	944	1022	132	2098
	02	1160	1002	203	2365
	03	1306	892	177	2375
	04	569	609	116	1294
	05	1507	698	259	2464
<b>06 Total</b>		<b>5486</b>	<b>4223</b>	<b>887</b>	<b>10596</b>
07	01	1707	613	230	2550
	02	1234	758	174	2166
	03	1693	690	250	2633
	04	1595	585	275	2455
	05	1742	613	298	2653
<b>07 Total</b>		<b>7971</b>	<b>3259</b>	<b>1227</b>	<b>12457</b>
08	01	918	823	127	1868
	02	957	818	116	1891

Ward No	Pmct No	Active	Inactive	Non-Voter	Grand Total
08	03	642	1488	79	2209
	04	1138	898	146	2182
	05	1002	754	197	1953
<b>08 Total</b>		<b>4657</b>	<b>4781</b>	<b>665</b>	<b>10103</b>
09	01	1724	644	292	2660
	02	2082	490	314	2886
	03	1472	435	250	2157
	04	2070	526	306	2902
	05	2115	432	366	2913
<b>09 Total</b>		<b>9463</b>	<b>2527</b>	<b>1528</b>	<b>13518</b>
10	01	986	777	136	1899
	02	1011	750	92	1853
	03	1072	922	90	2084
	04	969	976	123	2068
	05	1016	977	87	2080
<b>10 Total</b>		<b>5054</b>	<b>4402</b>	<b>528</b>	<b>9984</b>
<b>Grand Total</b>		<b>72659</b>	<b>36004</b>	<b>10901</b>	<b>119564</b>