



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, April 19, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Bill Thompson		Absent	
Brigid Alverson		Present	
Francis X. Wright Jr.		Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Motion To: Wednesday, January 25, 2023

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

Motion To: Wednesday, March 15th, 2023

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Clerk Foote, Second: Registrar Alverson, motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote- motion carried.

RESULT: PASSED [2 TO 0]

MOVER: Brigid Alverson

SECONDER: Kristin Foote, City Clerk

AYES: Brigid Alverson, Kristin Foote

ABSENT: Bill Thompson, Francis X. Wright Jr.

IV. Agenda

School Committee District Policy for gymnasium usage and entrances path of travel

- District Usage Policy - Clerk Foote awaiting information after following up with school committee.
- Path of Travel - DPW Director Proakis Ellis invited to provide information and advises DPW is adding an extension sidewalk/curb ramp access along the lawn entrance from Melrose Street to MVMMS gym complex entrance. Contractor will install before September 2023 but will most likely be done during the summer after school is out of session.

Early Voting - Tabled

Emergency Preparedness Plan - Tabled - Registrar Alverson not able to connect with Emergency Management Director while traveling.

Election Equipment status - The high speed tabulator has been ordered and the city clerk has booked a trainer to be onsite during the fall election to assist poll workers. New office equipment for elections staff ordered, received, reconfigured and set up. Additionally, secure bins are set up and labeled. Review of the physical voter registration cards is complete - this six month project is over. Annual maintenance of the polling equipment is upcoming, an appointment has been booked for May will communicate with him.

BOR stamp - ordered and received with all 4 signatures. BA fine with stamp on nomination papers - will revisit when full complement of members in person.

Potential Registered Voter status change/Public Records

- Registered Voter status change - issue resolved, individual moved and registered in another community. Homeowner notified via letter.

- PRR - Brief update; full status tabled until next meeting. The NH DOJ reached out for the voting history of a Melrose registered voter. City Clerk spoke with DOJ. NH will reach out if anything further needed.

Election of a Chair - Clerk nominates Brigid Alverson as Chair - unanimously elected

New Elections Administrator New Election administrator, Honey Rossi introduced as the new elections administrator.

Election Calendar review - Tabled

2nd census notice - 2nd notices have been returned, very few trickling in. Temp staff on hold until needed to assist with election matters. The state mandated confirmation card file was sent for print/mail. Likely hitting households in May.

Motion To: Suspend the Rules

COMMENTS - Current Meeting:

Motion: Suspend the Rules

By: Clerk Foote, Second: Registrar Alverson - motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Chair Alverson, Second: Clerk Foote - motion carried.

Meeting adjourned at 4:45 p.m.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.