



**ROVAC BOARD MEETING MINUTES
DECEMBER 14, 2017
NEWINGTON TOWN HALL**

Members Attending: Sue Larsen, Darlene Burrell, Karen Cheney, Tim DeCarlo, Pete Gostin, Anne-Marie Mastroianni, Kevin McCauley & Chris Prue.

Ex-Officio Member Attending: None

Non-Voting Members Attending: Linda Cultrera (Newington)

Guests: None

Meeting was called to order by President Sue Larsen at 10:03 AM

I. Minutes from last Meeting: (October 12, 2017)

Peter G moved to accept corrected minutes for October 12, 2017/ Chris P seconded.

Minutes approved.

(2) Abstention(s): Karen C & Tim D

II. Treasurer's Report:

Peter G reported that the ROVAC checkbook as of November 16, 2017 had a starting balance of \$110,488.90 and with income of \$6,140.00 and expenses of \$41,240.04, left us a current balance of \$75,388.86.

Total outstanding checks: \$80.00 (#805 / Dorothy Mrowka, refund – Standing Bal: \$75,468.86)

Judi Beaudreau Fund (Savings) balance: \$1,702.29.

\$856 to be returned to Primary Checking in November (Ways & Means deposit from Fall Conf.)

Conference Checking Account: Starting Balance of \$1,588.25 with Balance Transfers of \$0 and expenses of \$0, left a balance of \$1,588.25.

Peter G reported that the ROVAC checkbook as of December 14, 2017 had a starting balance of \$75,388.86 and with income of \$3,551.00 and expenses of \$506.65, left us a current balance of \$78,433.21.

Total outstanding checks: \$80.00 (#805 / Dorothy Mrowka, refund – Standing Bal: \$78,513.21)

Judi Beaudreau Fund (Savings) balance: \$846.35

Conference Checking Account: Starting Balance of \$1,588.25 with Balance Transfers of \$450.00 and expenses of \$969.64, left a balance of \$1,068.61.

Reminder for delinquent dues will be sent out beginning of 2018.

Discussion ensued on Audit practices.

Sullivan & LeShane contract was received and invoice will be paid.

IRS Tax Form 990-EZ for Fiscal Year 2016-2017 placed on file with the Secretary.

III. County Reports:

- **Fairfield:** No Report
- **Hartford:** Darlene B reported January 9, 2018 @ 9:30 am will be next meeting in Newington. Hoping to get UCONN Audit Team to speak. Working on Ted and Camille for March to discuss procedure for duplicate voters.
- **Litchfield:** Anne-Marie M reported meeting held in October. Discussion on EMS and Heather was the guest speaker.
- **Middlesex:** Karen C reported meeting held in October. Best practices discussed. Next meeting in February and will discuss canvass and election calendar.
- **New Haven:** Tim D reported that a January meeting with Steve Mason to discuss CVRS/canvass is in the works.
- **New London:** No Report
- **Tolland:** Mike W reported via Text that a December potluck dinner meeting was held on the 5th. Discussed legislative initiatives, technology, EMS and conference. 9 of the 13 towns were represented. Next meeting will be scheduled for February.
- **Windham:** No Report

IV. Committee Reports:

Conference: Chris P reported Spring Conference is scheduled for April 25-27 at the Radisson Hotel Cromwell. ROVAC member conference price for rooms is \$96/Night (plus 15%) and can begin calling now to reserve a room. There are 140 rooms allotted for our conference. Fee will be lower than the \$265/PP spring conference price. Close to posting information on the ROVAC site, hopefully in January. New audio equipment has been purchased and received to improve on our conference needs.

The CT Convention Center & Marriott was visited, but found the pricing to be too cost-prohibitive, so along with logistical issues, the recommendation is to table any consideration for

this site for any conferences at this time and revisit in the future. Consensus from Board accepted that recommendation.

Chris P stayed at and toured the Danbury Crowne Plaza this past fall and was impressed with the facility; much improvement from when ROVAC last used this for a conference. The Current management company seems to be on top of their game. Dates that seem to work with our scheduling would be for September 20-21 and the ROVAC member conference rate would be @ \$89/Night (plus 15%). Fee will be @ \$150/PP. Deposit would only be \$2500, which is consistent with recent costs and many other discounts on items normally charged to us makes this proposal very attractive. Chris P recommends we consider Danbury for our 2018 fall conference.

Anne-Marie M motioned for Chris P to enter into and sign a contract with the Danbury Crowne Plaza for the 2018 fall conference, scheduled from September 20-21. Peter G seconded.

Motion Passed unanimously.

Chris P asked to consider the following refunds/credits/waivers from fall conference 2017:

Carol Conklin (COG Monitor) asking for waiver, had a family emergency and could not attend fall conference. Kevin M motioned / Anne-Marie M seconded to waive the fee, since she did not remit fee. Motion approved.

Judy Moulton (Scotland Deputy) asking for waiver, had to cover for Town Clerk. No Action Taken

Chris explained the purchase of a trailer for ROVAC conference equipment is too cost-prohibitive at this time, so he recommends renting a climate controlled storage unit for storing equipment between conferences. The closest proximity that has a 10' X 15' climate controlled storage unit is in Manchester and has a cost of \$106/month with the first month 50% off. Inventory for insurance purposes will be completed soon.

Anne-Marie M motioned / Tim D seconded to allow storage of ROVAC conference equipment at the Manchester storage site. Motion Approved.

Because of Chris's involvement with his catering business, he also signed ROVAC up for membership (and card) at the Restaurant Depot that can be used for future purchases and perhaps save us on costs, such as providing appetizers at our hospitality suite or raffle tickets for Ways & Means.

- **Education:** Chris P reported a meeting will be held next week in Bethlehem to begin discussion of curriculum for spring conference.
- **Technology:** EMS glitches will be a focus moving ahead this year, since it really is not designed for municipal elections. The Town Clerks' Technology Committee looking to jointly meet with ROVAC's to discuss what can be done to help each other in how EMS impacts us.
- **Handbook:** No Report

- **Legislative:** Tim D reported meeting in 3rd Monday of November, beginning to put together legislative packet for the upcoming short session from February – May 2018. Working on dusting off a great deal of last year’s package which didn’t go anywhere last session. Some of the new initiatives include:
 - Tech Bill of clean up (Title 9)
 - Changing of Municipal Primary timeframe – August rather than September, to align with State Primary timeline (2nd Tuesday in August w/ caucus in May). Would eliminate logistical issues when schools remain open in September. SOTS seems to be onboard.
 Some of the old initiatives:
 - Primary petition pages cleanup / clarification and best practice
 - Elimination of late night registration sessions (in Oct) or earlier time
 - “Unknown” designation to “Unassigned”
 - Online directives from SOTS
 - Audit drawing cohesive guideline to be consistent from year to year and hopefully held at an earlier time frame.
 - Cleanup and clarification of 9-192a(3), training requirements (minimum hours)
 - Controversial \$35/Day conference compensation rate – whether belongs in or out of statute or amended to replace \$35/Day with something like Compensated per day. Tim D asked for county chairs to poll members to see whether merits pushing forward this year or sometime in the future.

Most changes will be taken up in the 2019 long session, but hope to have some addressed in 2018. Next committee meeting is on January 8, 2018 and a meeting with SOTS to go over our agenda is scheduled for January 18, 2018.

Darlene B asked that committee consider language changes for Ballot name deadlines and Tim D offered to jointly discuss this issue with committee and the Town Clerks Association. A change of primary date could help with this concern.

- **Ways & Means:** No Report

V. Old Business:

- **Set-up for January’s Meeting** – Sue reported for Fred DeCaro, who has asked to set up a webex video conferencing option for those unable to attend Board meetings due to weather or other emergencies. A demo was attempted and worked well. Discussion ensued. Roberts Rules will be investigated and discussion will be continued on the matter and how affects By-Laws.
- **ERIC System** – Darlene B asked about Fred D system for simplifying ERIC reporting. Sue L will check on progress and report back.

VI. New Business:

- **Presidents email Address** - Sue L reported that in working with our webmaster Aaron Nash, she was able to establish a permanent ROVAC President’s email address through the website that will carry on as new presidents are elected. rovacpresident@rovac.org

- **Update on Newspaper Contact Information** - Sue L asked County Chairs to poll their members in order to create a current accurate list of media publication email addresses they use for statutory notifications. To move to TV media over print would require a legislative change, since it currently states “in print”. Another thought is to change to an electronic / online notice over print, such as on the Town’s website. If no website is available, then print would be optional means of notice. Through Legislative Committee, Tim D will discuss with SOTS to put forth legislation to allow for electronic notices.
- **IVS \$250 Charge** – Contract signed by SOTS said they could charge \$125/page, so with two-sided ballot, the charge is \$250. Tim D inquired from Peggy Reeves and although not entirely clear, information included in email from IVS in 2016 stated that they would start charging us and also that we were responsible for this year, but for State, Federal and all elections going forward, with the exception of referenda and special elections, we were off the hook. The understanding is that in 2019, we should not be billed. Still questionable whether that will actually happen. Confusing since different status around the state, whether billed or not in 2016 & 2017 and for how much. No consistency in how billed or who was billed. Tim D requested that vendors at the next conference be asked have available, especially for new registrars, current pricing formulas.
- **Certification Committee Updates** – Anne-Marie M reported that CITI is creating 3 new courses that will qualify for continuing certification maintenance of the required 8 hours/year; Office Productivity (How to use Excel), File Management and Resource Availability (more in-depth class being created by Shannon Bergquist), and Supervised AB Ballot / poll worker training (being created by Rich Roberts).
The charge for each course/module will still be the \$200 charge.
Still need to attend conferences every year and pass moderator certification every two years to maintain Registrar Certification.
Many registrars have finished modules, but are waiting for SOTS to establish more final test dates. One test date is scheduled for April.
- **Election Review** – Nothing major to report statewide. Darlene D shared an issue with curbside voting which involved an elector taking an exceptional amount of time (30 minutes) to review candidates prior to completing ballot. No statute limits the amount of time taken curbside or inside at the polls. East Hampton had 45 curbside voters, so potential of 30 minutes per voter is difficult to process. Promote Absentee Balloting for these repeat users.
- **Any Other Business Brought Forward** –
Judy Boudreau Scholarship – For those youth that help out at polls. Consensus was for high schoolers only. Bunny L asked for consideration of formally extending the parameters to include college students that help out at the polls, especially since she utilizes many of them because of the close proximity to the colleges. Discussion ensued on the merits. Karen C motioned and Peter G seconded to formally keep parameters at high school level only. Motion passed.

Deputy Treasurer – Peter G has put out the request for candidates to consider for Deputy Treasurer, as required by our By-Laws. He has received a couple possible names and one more just received at Board meeting. Peter G will update us at next meeting.

Paper over Electronic Voter List – Kevin M shared the statute (Section 9-307) about Official Voter Lists being acceptable if created via paper or by electronic means. Discussion ensued. Consensus that the statute allows for an electronic voter list that will be filed with Town Clerk for official record based on that statute section. However, there is also a statute that states that the only electronic checking system allowed is one certified by SOTS. Since SOTS has not approved any yet, the method of the paper check off list is the only method approved by the SOTS. Any electronic means used would be in addition or done at the registrars own risk.

January Meeting – The next Board meeting will be a dinner meeting on January 11, 2018. Time & Place TBD.

VII. Adjourn:

Motion to adjourn made by Anne-Marie M and seconded by Chris P at 12:55 PM.
Motion Approved.

Respectfully Submitted,

Kevin McCauley
Secretary