



Town of Portsmouth

2200 East Main Road
Portsmouth, Rhode Island 02871

Canvassing Authority

(401) 683-3157

TO: MEMBERS OF THE PORTSMOUTH CANVASSING AUTHORITY

FROM: Jacqueline S. Schulz, Registrar

Please be advised that there will be a hybrid **Zoom meeting** of the
PORTSMOUTH CANVASSING AUTHORITY:

DATE: Tuesday, June 14, 2022

TIME: 3:00 PM

PLACE: PORTSMOUTH TOWN HALL—Council Chambers
2200 EAST MAIN ROAD
PORTSMOUTH, RI 02871

AGENDA:

1. Welcome & roll call
2. Review/approve unofficial minutes from BOC meetings held May 10, 2022
3. Registrar Report
 - a. Redistricting update
 - b. FY 2022 Expenditures
 - c. Preparations for 2022 elections
4. Discussion—Poll Workers: How to best address poll workers' safety concerns
5. Future meetings:

Tuesday, July 12, at 3:00 pm	Tuesday, October 18, at 3:00 pm
Tuesday, August 23, at 3:00 pm	Tuesday, November 8—General Election
Tuesday, September 13—Statewide Primary Elections	Friday, November 18, at 3:00 pm Tuesday, December 13, at 3:00 pm

Instructions to access meeting:

You are encouraged to download the most recent version of Zoom prior to the meeting.

To access the meeting by phone dial-in, please dial: 1-888-788-0099

Once prompted for the meeting ID, please dial: **926-8453-6948 #**

Once prompted for a participant ID: If you are an invited participant, **dial your participant ID followed by #**

If you are a member of the public, **just dial #**

You will now be in the meeting.

While in the audio conference, **to raise your hand to ask a question, dial *9** and the host will be notified of your interest to ask a question. **To mute/unmute yourself, dial *6**

To access the meeting through the web using a computer or mobile device, go to the following web link in any browser (i.e. Google Chrome, Internet Explorer, Apple Safari, Mozilla Firefox, etc.) to run the Zoom app and view the meeting:

<https://livestream.portsmouthri.com/canvassing>

Using your laptop or mobile device, you can raise your hand to ask a question, or pose the question in the moderated Question and Answering chat window. The host will then be able to respond to your raised hand or Q&A question.

Unofficial Minutes
Town of Portsmouth Canvassing Authority

May 10, 2022

Portsmouth Town Hall—Council Chambers

Hybrid—Zoom

In Attendance:

Board Members: Nancy Zitka (chair), Ellen Vadney, Mark Kanter

Alternate Members: Richard Gottlieb, Conrad Donahue

Canvassing Staff: Jacqueline S. Schulz, Registrar; Barbara Sherman, Clerk

Public/Zoom: N. Howard; N. Grieb

Ms. Zitka called meeting to order at 3:02 PM.

1. Members identified themselves

2. Reviewed unofficial minutes from BOC meetings March 31, 2022.

Motion made by E. Vadney to approve minutes; seconded by M. Kanter; motion carried 3-0.

3. Reviewed packet (see attached) containing BOC-approved EDS maps (March 31 meeting) with latest street file.

a. Registrar gave overview of review process:

1. EDS street file compared with legislation (bills S2162 & H7323), existing Town

street map, Central Voter Registration System (CVRS) street listing and voter records

2. Noted: street ranges have been changed to reflect e911, tax rolls, and GIS addresses that can identify residential/commercial properties

3. Discussed unique challenges with Prudence and Aquidneck Island streets with same or similar names.

4. Discrepancies reported for update. Voters registered to commercial/marina or non-verifiable properties notified.

a. Discussed options available to voters at these addresses to cast ballots in upcoming 2022 elections: mail ballot & early in-person (with updated residence) and provisional ballot at polls.

b. Discussed option available to voters without permanent residence: can use Board of Canvassers address at 2200 East Main Rd.

c. Discussed how all precincts shifted to maintain 3000 voter limit. Voters will need check their current records and cannot assume to vote at 2020 location.

5. Packet reviewed by district and separate votes were taken:

a. Motion made by E. Vadney to approve District 1, Precinct 2701 street listing; seconded by M. Kanter; motion carried 3-0.

b. Motion made by E. Vadney to approve District 2, Precinct 2702 street listing; seconded by M. Kanter; motion carried 3-0.

c. Motion made by E. Vadney to approve District 3, Precinct 2703 street listing; seconded by M. Kanter; motion carried 3-0.

d. Motion made by E. Vadney to approve District 4, Precinct 2704 street listing; seconded by M. Kanter; motion carried 3-0.

e. Motion made by E. Vadney to approve District 5, Precinct 2705 street listing; seconded by M. Kanter; motion carried 3-0.

- f. Motion made by E. Vadney to approve District 6, Precinct 2706 street listing; seconded by M. Kanter; motion carried 3-0.
- g. Motion made by E. Vadney to approve District 7, Precinct 2707 street listing; seconded by M. Kanter; motion carried 3-0.
- h. Board members initialed/signed Redistricting Certification to submit to the RI Department of State (DOS)

4. Registrar Report

- a. Remaining steps for Redistricting Process
 - 1. Certified list submitted to the DOS for precinct assignment testing. All but 2701 have precinct numbers that changed. Will provide number of voters at each precinct.
 - 2. RI State Board of Elections requires this information to approve polls, conduct inspections, and determine equipment
 - 3. Mailing to all voters once complete
- b. Discussed Voter Registration Drive at HS & Poll Worker recruitment. Suggestions from board members and public include:
 - 1. Contacting Civics teachers for presentations
 - 2. Board members & staff attending school events to provide voter registration
 - 3. Look into reactivating high school intern program
 - 4. Planning poll worker event this summer

Next meeting: **Tuesday June 14, 2022, 3PM, Hybrid Zoom, Town Council Chambers**

Future meetings:

- Tuesday, July 12, at 3:00 pm
- Tuesday, August 23, at 3:00 pm
- Tuesday, September 13—Statewide Primary Elections
- Tuesday, October 18, at 3:00 pm
- Tuesday, November 8—General Election
- Friday, November 18, at 3:00 pm
- Tuesday, December 13, at 3:00 pm

Motion made by M. Kanter; seconded by E. Vadney, to adjourn meeting.
Meeting adjourned at 4:05 PM.

Respectfully submitted,

Jacqueline Schulz, Registrar

Events/Tasks

- **Reprecincting Districts**—
 - Voter mailings to be sent once street lists are cleaned up
 - Postings of Changes & Maps
- **2022 Elections**—
 - September 13, Statewide Primaries
 - November 8, Midterm Elections
- **Poll worker recruiting event**—(June/July)
 - **When, where TBD**
 - **Proposed Program**—Have You Heard? Navigating Election Mis- Dis- and Mal- information

Calendar

June

- 27, 28, 29—Candidates declare (BOC distributes BOE campaign finance packets)
- 30—Endorsements from state/district/town committees for
- Send redistricting voter notifications to all active voters
- Post/publish redistricting data
- Send MB applications to permanent requests (139)

July

- 1—Statewide offices state committee endorsements
- 6—Nomination papers ready for pick up
- 12—Scheduled BOC meeting, 3PM
- 15—4PM final nomination papers submitted
- 18—Deadline to file objections/withdrawals; 20—local BOCs' decisions
- 21—Local BOC certification of nomination papers
- 22—5PM DOS lottery to determine candidate ballot placement (primary/federal & state offices) (general recognized party/local offices)
- 26—Propose BOC meets to conduct local candidate lottery for ballot placement based upon DOS guidelines

August

- 1—Tentative list of poll workers (primaries)
- 10—Local ballot questions to be certified
- 13—Post canvass notice
- 14—Last day to register to vote
- 15—Last day to disaffiliate before primary
- 19—Post preliminary voter list
- 23—3PM BOC meeting, Preliminary voter list certified—Deadline for mail ballots
- 24—In-person voting begins at Town Hall thru 4PM September 12
- 26—Certify mail ballot applications

September

- 10—Final poll worker meeting to go over any remaining questions & emergency procedures
- 12—Prepare polls
- 12—4PM In-person voting ends at Town Hall—prepare poll for election day
- 13—6AM Election Day thru 8PM
- 16—Local candidate certification; propose BOC meets Sept 15

Preparations

Office Staffing—

- Current office staff will handle voter, reprecincting & candidate tasks.
- Emergency voting support will be needed in August/September & October/November

Poll Workers—Begin recruiting when street listing/districts is complete & confirmed

Trainings—TBD by BOE—Saturday prior to elections at TH Council Chambers to answer last-minute questions and go over emergency plan

Polling Sites—Need BOE approval, inspection & diagrams (June/July)

- Locations
 - District 69
 - 2701—Hope Brown Center @ Farnham Farm, 113 Mt. Pleasant Ave., Prudence Island
 - District 71
 - 2702—Common Fence Point Community Center; 933 Anthony Road
 - 2703—Portsmouth High School Field House; 120 Education Lane. *This location is new and will require new diagram/old location was Door #8 Old Gymnasium*
 - 2704—Portsmouth Friends Church; 11 Middle Road at Hedly Street. *This is a new location that replaces the Senior Center*
 - District 72
 - 2705—Portsmouth Town Hall—Council Chambers; 2200 East Main Road
 - 2706—St. Barnabas Church Parish Hall; 1697 East Main Road
 - 2707—Portsmouth Middle School Gymnasium; 125 Jepson Lane
 - 2708 Limited Ballot—Canvassing Authority; 2200 East Main Road
 - 2709 President/V-President Only—Portsmouth Town Hall, Second floor Portsmouth Room; 2200 East Main Road

Budgeting—The following operational accounts have balances to use in FY2022 to cover costs thru June 30, 2022. The FY2023 budget will cover expenses after July 1.

Account	Budgeted Amount	Remaining Balance	Purpose
Office Supplies	\$1800.00	\$747.22	Paper/envelopes for mailings; printer cartridges
Election Expense	\$26,665.00	\$8,658.42	Poll worker event; notifications/legal posting
Printing	\$1000.00	\$615.00	Forms & flyers
Postage	\$8,527.00	\$1051.09	Sending mail ballots/voter communications
Redistricting	\$20,000.00	\$6,290.66	Contracted--finalize redistricting maps/street lists & voter notifications

Notes
