

**City of Takoma Park, Maryland**  
**Takoma Park Board of Elections**  
**Official Meeting Minutes**

Thursday, July 7, 2016  
7:30pm - Third Floor Council Conference Room  
Takoma Park Community Center - Sam Abbott Citizens' Center

**Present:** Marilyn Abbott, Arthur David Olson, Greg Lebel, Beatriz York, Kenneth Sigman, Jessie Carpenter

**Minutes Taker:** Brian Ernst

1. **Call to order:** 7:32pm
2. **Board Business:** The board selected Brian Ernst as minutes taker.
3. **Review and Approval of Agenda:** The board adopted the Chair's proposed agenda for the meeting.
4. **Approval of Minutes:** Approved.
5. **Review of Charter Amendments:** Assistant City Attorney Ken Sigman amended the charter based on comments from the June meeting. The charter has been amended based on the comments from last meeting. The board discussed the overall strategy for making changes to the charter - whether changes should be kept to a minimum now or proceeding with the changes as revised. The board voted to proceed with the amended charter as put forth from the city attorney and will forward to the city council for consideration.
6. **Conduct of 2017 election** - The board discussed the information required to submit to the council on the impact of changes in the election dates. A draft presentation was discussed, that included: 1) the charter amendment, 2) preliminary plans for 2018, and 3) cost estimates for 2017 and 2018. The board also discussed details for 2017 and 2018 as described below.
  - 2017 Election - The board noted that 2017 would continue in a similar manner to the previous elections but that it should be viewed as an opportunity to train volunteers. The board decided to attempt to recruit more volunteers for 2017 to work on different early voting days and election day - but not actually adding to the overall volunteers at each election event. For the moment, the board still plans to conduct a hand count. The City Clerk noted that the previous election cost was about \$13,000.
  - 2018 Election - Members examined the logistics for the 2018 elections and developed options for the early voting period and also for election day. For early voting, the board proposed three options, all of which would take place at the Silver Spring location that the county board of elections will use for early voting:

- *Option 1:* Takoma Park voters could vote as normal at the location. The board would staff the location with six people for the full period of early voting. This is the most expensive option.
- *Option 2:* The board would station two people at a table with absentee ballots for people wishing to vote early in Takoma Park. The board recommended this option as the most cost-effective.
- *Option 3:* The board would have full voting available, but cut in half amount of time at the location
- The board also noted that it would potentially include early voting at the Takoma Park community center in addition to the Silver Spring location.
- For election day in 2018, the board would likely have four voting sites, which would require at least four to six staff per location. There is the option of having a ballot scanner at each site or, after polls close, transporting all ballots back to the community center and scanning in batches. Hand counts, while possible, would require further examination. Finally, the board noted that advertising costs would likely increase in order to inform voters of the new election procedure.
- Jessie agreed to develop a staffing and cost outline for the proposed options for 2018 as part of a presentation to the city council on July 20.

**7. Other business:** Two vacancies are open, we are deferring the position of vice chairman for the next meeting.

**8. Next meeting date:** September 9, 2016

**9. Adjournment:** 9:10pm