



**Town of Amherst
Board of Registrars
June 23, 2021 at 10:30 a.m.
Virtual Meeting Minutes**

Complete video is available online:

https://amherstma.zoom.us/rec/share/pn0mA6Q44D4xUFZdeAQic4PzmR0tMLmwMZpA0jO3eEleR-0-Bcz3qOSQNyaF7mhZ.dzPtAgUSj2_FfcVi

1. Call to order and declaration of a quorum.

After confirming all participants could hear and be heard, Town Clerk, Susan Audette declared the presence of a quorum, called the meeting to order at 10:36 a.m. and announced audio and video recording.

Note: Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: via Zoom under webinar ID 879 8741 3101. No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only.

Members present via Zoom: Jacqueline Gardner, Jaime Wagner, Demetria Shabazz, and Susan Audette, Town Clerk.

2. Election of a Chair for this meeting only

Demetria Shabazz stated her desire to elect a permanent chair. Jacqueline Gardner stated she was not ready to elect a permanent chair. Susan Audette explained that this was traditionally done after appointments were made in the new fiscal year (after July 1st). It was decided that the election of a permanent chair would take place once appointment letters were received in the Town Clerk's office so that all members would be in place for the coming year.

MOTION: Demetria Shabazz moved, seconded by Jacqueline Gardner, to nominate Jaime Wagner as chair for this meeting only.

VOTED unanimously [4-0] by roll call to elect Jaime Wagner as chair for this meeting only.

3. Public Comment

Rita Burke spoke to the voting rights issue even though it wasn't on the agenda for today's meeting. Stated that she hasn't heard any public announcement on the lawsuit determination. Wanted us to know that they're still committed to this issue and hopes that the Board of Registrars are as well.

There was no other public comment.

4. Review and approval of 5/24/21, 6/1/21, and 6/14/21 meeting minutes.

May 24, 2021

MOTION: Demetria Shabazz moved, seconded by Jacqueline Gardner, to approve the May 24, 2021 meeting minutes as presented.

VOTED unanimously [4-0] to approve the May 24, 2021 meeting minutes as presented. This was a roll call vote.

June 1, 2021

Demetria Shabazz proposed a revision to section 4. Jacqueline Gardner stated she would like to have an opportunity to review the video before approving the revision.

MOTION: Demetria Shabazz moved, seconded by Jacqueline Gardner, to postpone the approval the June 1, 2021 meeting minutes until June 28, 2021 at 11:00 am.

VOTED unanimously [4-0] to postpone approval of the June 1, 2021 minutes until June 28, 2021 at 11:00 am. This was a roll call vote.

June 14, 2021

MOTION: Demetria Shabazz moved, seconded by Jacqueline Wagner, to approve the June 14, 2021 meeting minutes as presented.

VOTED unanimously [4-0] to approve the June 14, 2021 minutes as presented. This was a roll call vote.

5. Any other unanticipated topics that may come before the Board 48 hours before the meeting.

Demetria Shabazz spoke to the necessity for developing guidelines for the Board of Registrars that outline the Board's structure and organization, and felt that it would be best discussed with the Town Manager. Susan Audette mentioned that she was working on an onboarding packet for new members as they are appointed, which would be a good jumping off point to begin these discussions.

Susan Audette also brought up the need to put in place a procedure for approving meeting minutes when there won't be a meeting scheduled within 30 days. Discussed having a template of the present meeting on screen which would be filled in during the meeting, and then approving at the end of the meeting.

6. Adjourn

MOTION: Demetria Shabazz moved, seconded by Jacqueline Gardner, to adjourn the meeting.

VOTED unanimously [4-0] to adjourn the meeting. Chair Wagner declared the meeting adjourned at 11:33 a.m. This was a roll call vote.

Respectfully submitted,

Susan Audette
Town Clerk