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**BOARD OF REGISTRARS**  
**November 15, 2021 at 10:00 a.m.**  
**First Floor Meeting Room, Town Hall**  
**Meeting Minutes**

The meeting was called to order at 10:03 am by Town Clerk, Susan Audette.

Present were: Jacqueline Gardner, Demetria Shabazz and Jaime Wagner, Board of Registrars; and Susan Audette, Town Clerk. Also present was Pamela Rooney, candidate for District 4 councilor.

Members absent: None

**1. Counting of Overseas Ballot**

One overseas ballot by a precinct 9 voter for the November 2, 2021 Biennial Town Election was received in a timely fashion and counted. Ms. Wagner read and Ms. Gardner recorded all votes for candidates, on an appropriate precinct tally sheet.

**2. Setting date, time and location for District 4 Councilor recount**

Susan Audette informed Board members that the Town Attorney, Lauren Goldberg, would be present for the recount. Her availability was limited to two dates – November 18 and 23, 2021. Because the 18<sup>th</sup> was 3 days away from this meeting, and one of the Board members was not available on the 18<sup>th</sup>, November 23<sup>rd</sup> was chosen as the date for the recount. Therefore, the recount will be held on November 23, 2021 at 10:00 am at the Bangs Community Center on 70 Boltwood Walk, Amherst.

At this point in the meeting (10:25 am), Board of Registrars member Demetria Shabazz arrived. Ms. Shabazz was informed of all that had been decided, and confirmed her availability for the recount date. Ms. Shabazz also wanted to discuss the creation of a FAQ type document for the public which would detail the post-election steps in the ballot counting process. Susan Audette agreed that this would be a helpful type of document and a discussion will be had at some point in the next couple months. Ms. Gardner wanted to caution what is mentioned in this document and to be sure to not give any opinion type of references as this could confuse the public, and to stick with referencing State law.

All business having been discussed, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Susan Audette  
Town Clerk  
Clerk, Board of Registrars