

**Questions Raised at Meeting with Area Town Clerks on July 26, 2016  
Minuteman District-Wide Ballot**

1. **Will we need absentee ballots?** Yes.
2. **Do we need to report individual precinct totals?** No. The Elections Division of the Secretary of State's Office has indicated that precinct totals are not required, just the town-wide total.
3. **When do you expect to be sending out the postcard mailing to households in the District advising them about the date of the election and the polling locations?** We have scheduled the mailing for late August.
4. **When will we receive the ballot for testing? If possible, I would like it by the end of August.** We can get the ballots to you for testing within that time frame.
5. **Will you print specimen ballots?** Yes. LHS will do that.
6. **Can you send us a PDF of the sample/specimen ballot?** Yes. LHS will do that.
7. **Do individual town boards of selectmen need to approve the Warrant for this election?** No. This is an election called by the Minuteman School Committee. Members of the Minuteman School Committee will sign the Warrant.
8. **Who is responsible for posting the warrant?** The secretary of the Minuteman School Committee will act as Constable for this election and will be responsible for delivering the Warrant to the 16 towns for posting. The Warrant only needs to be posted in one location, and will be delivered to each Town Clerk office.
9. **For those communities having more than one polling place, will we be allowed to use the GEMS software for compiling the results?** LHS will look into this question.
10. **If we currently use police officers to transport the ballots to and from the polls, shall we also do that for this election?** Yes.
11. **What about recounts?** There is no provision in M.G.L Chapter 71, Section 16(n) for recounts. A recount would only happen by Court Order, which is highly unlikely.
12. **Can we use our Registrars to work in the election?** No. They need to remain neutral.
13. **Do we need to check in and check out voters?** Yes, according to the Elections Division of the Secretary of State's Office.
14. **For how long do we need to keep the used ballots?** This question will be researched by Atty. Kevin Bresnahan of Murphy, Hesse, Toomey & Lehane, LLP.

15. **When we are reimbursed, will you send us a check?** Yes. Minuteman will send you a check.
16. **Will the money go into the General Fund or back into the Town Clerk's budget?** That is a question that you need to pose to the Treasurer or Town Accountant in your town. It is not something that Minuteman can control.
17. **Do we need to fill out a special form to be reimbursed?** The District will distribute an Excel template for you to itemize your reimbursable expenses. All line items submitted will require backup information such as time sheets, invoices and paid receipts to verify the expenses for which you are seeking reimbursement. (Please refer to the "Reimbursable Election Costs" document distributed at the 7/26/16 meeting.)
18. **Is there a deadline for seeking reimbursement?** The District would like all reimbursement requests to be submitted by November 30, 2016.
19. **How should we report the results?** On the night of the election, Minuteman asks that you e-mail the unofficial results to the school. We will provide the town clerks with the exact e-mail addresses closer to the date of the election. Two (2) hard copies of the official certified results should be mailed to Elizabeth Rozan, District Assistant, Minuteman High School, 758 Marrett Road, Lexington, MA 02421. An electronic copy can also be mailed to her at [e.rozan@minuteman.org](mailto:e.rozan@minuteman.org).
20. **I'm from one of the towns that will be leaving the District next year. What should I tell people when they ask: "Why should I vote?"** Minuteman Superintendent Edward Bouquillon stated that this is an opportunity for voters to cast a vote about the value of vocational-technical education in the District. In addition, towns will not be departing until July 1, 2017. Until that point, those towns remain members of the District with full voting privileges. Voters in those towns are entitled to cast a vote in the election.
21. **How can voters learn more about the district-wide election?** Voters should visit the "School Building" page of Minuteman's website: <http://www.minuteman.org/Page/636>.
22. **What if I have additional questions?** Please direct any additional questions to Ms. Rozan and to Kevin Mahoney, Assistant Superintendent of Finance, at [k.mahoney@minuteman.org](mailto:k.mahoney@minuteman.org).

*Last updated: July 27, 2016*