

## **Minuteman Regional High School**

**Special Election – Tuesday, September 20, 2016 from 12 noon to 8 p.m.**

### **Meeting with District Town Clerks**

#### **Reimbursable Election Costs**

This election is being conducted pursuant to Chapter 71, Section 16(n) of the General Laws and Minuteman Regional Agreement. All reasonable costs associated with the planning and implementation of the election will be reimbursed by the Minuteman Regional School District.

Minuteman will arrange for the items listed below. All costs for these will be billed by the vendor directly to the school district.

- Advertising of the Election Warrant in the local newspaper of all member towns.
- Printing/mailing of polling locations to all registered voters of all member towns.
- Printing of Special Election Ballots (Quantity of 60% of all registered voters).
- Coding of memory cards for all AccuVote and Imagecast voting machines by LHS.
- Programming costs for handicapped-accessible devices by ES&S.

Examples of eligible reimbursable expenses incurred by the towns are as listed below. Submission for reimbursement must include back-up documentation for the expense, such as a time sheet or an invoice for services.

- Election worker staffing, such as Inspectors, Checkers, Wardens, and Tabulators.
- Overtime for the Town Clerk office staff for voter registration and election day.
- Postage for Absentee Ballots.
- Custodial costs associated with set-up for the polling places.
- Food for election workers.
- All reasonable supplies incurred as a result of the election.

Examples of ineligible costs would be for time committed toward election planning during normal business hours by the staff of the Town Clerk, or for salaried positions not eligible for overtime that work on the election-related duties.