

Precinct Clerk Report

for March 25, 2021 Annual Town Election

Ballot Box Inspection

This must happen at least 30 minutes prior to Opening of the Polls

Certificate of Police Officer examining the ballot box

I, (name of Police Officer) _____ certify that the ballot box was empty at _____ a.m. on March 25, 2021.

Signature of Police Officer: _____

Hand the ballot box keys to the Police Officer and complete the key checkout log.

Opening of the Polls

1. Polls opened at: _____ a.m.

a. If the Precinct did not open at 7:00 am, list the time and reason:

2. Is the count on the election equipment set at zero? Yes / NO

a. If not, call the Town Clerk's Office immediately: 978-318-3080

3. Who turned on the DS200? _____

4. Did you receive an AutoMark (ADA compliant) machine at your precinct? Yes / NO

a. Access code for AutoMark is **Automark1**

5. Were all election officers present by 6:15 am? Yes / NO

a. If not, who was absent or late? _____

Precinct Ballot Report

Ballot Delivery LOG (log in all ballot deliveries during the day)

Time	# Regular	# Absentee	# Vote by Mail
6:00 AM			
TOTAL			

DS200 Ballot count Totals from tally tape	
Total number tallied by electronic tabulator	

Ballots voted but not counted by DS200

(ballots removed from the upper compartment of the ballot box)

Total number of ballots to be HAND COUNTED	
--	--

PROVISIONAL ballots cast by voters

Total number of provisional ballots in provisional ballot bag (place this pouch in backpack)	
---	--

SPOILED ballots

Total number of spoiled ballots	
--	--

REJECTED ballots

Total number of rejected ballots	
---	--

UNUSED ballots

Total number of unused ballots	
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Warden's Signature

Clerk's Signature

Closing of the Polls

- Announce** that the polls are closed at 8:00pm. Time the last person voted: _____
- Process** any remaining absentee ballots/voters finishing the process
- Close** election in DS-200
- Print** 2 results tapes from the DS200 Machine
 - Tape one to the door for public view
 - Hand one to the Registrar of Voters who will return it to the Town Clerk's Office
- Turn off the DS200 and Automark Machines**
- Move the METAL BAR up and push into place before closing the door with the power cord**
- Remove ballots** from TOP compartment of the Ballot Box to be hand-tallied
- Remove ballots** from MAIN compartment of the Ballot Box to be sorted and searched for write-ins
- Inspect** all machine-tallied ballots for stray marks indicating a write-in vote that the machine might not have read (oval not filled in or a hand written name)
- Record** the number of uncounted ballots that were taken from upper front compartment of the ballot box (not tallied by the DS200 Machine) in the Precinct Ballot Report on the previous page
- Tally** all offices of the untallied ballots from the top compartment
- Pack up** all **voted and counted ballots** (not provisional ballots) in the **Blue** ballot transfer case, then sign and date the attached certificate indicating that the case contains only voted ballots. Seal top and side.
 - Used ballot transfer case seal #s _____
- Pack up** all **unused (including spoiled and rejected) ballots & AV ballot envelopes** in the **BLACK** ballot transfer case designated for unused ballots.
 - Unused ballot transfer case seal #s _____
- Backpack:** all voter check-lists, provisional ballot pouch and green back pocket of the Clerk's book
 - Backpack seal number # _____
- Timesheet** must be completed and signed by all election workers in order to be paid. Place in the green back pocket

NUMBER OF QUALIFIED VOTERS

Checked in and out

Annual Town Election – March 25, 2021

PRECINCT _____

ELECTION OFFICERS' CERTIFICATE OF VOTERS CHECKED In and out

To the Town Clerk:

We hereby certify that the foregoing list was used by us on March 25, 2021, and that the following number of total voters were “checked-in” and “checked-out” by us.

If using electronic voter check in

Total Voters Checked in using electronic poll book _____

Total voter labels placed in check-in label book _____

If using paper voter check-in

Total Voters Checked in Check-In Books _____

Total Voters Checked in Inactive Check-in Book _____

Do not attempt to balance the books. The checkout books contain both active and inactive voters so the pages will not match up.

Registrars of Voters

Joanne Mente
Connell Benn
Wendy Ann McNally
Kaari Mai Tari, Town Clerk

Log of Incidents at the Polls

These are not recorded elsewhere (e.g., provisional voters, affirmations, etc.)

1. Time:
2. Describe issue:
3. Who was present?
4. How was it resolved?

1. Time:
2. Describe issue:
3. Who was involved?
4. How was it resolved?

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