

# A P P R O V E D

## **BOTETOURT COUNTY ELECTORAL BOARD**

### **MINUTES**

**DECEMBER 7, 2016**

The Botetourt County Electoral Board met on Wednesday, December 7, 2016, in the offices of the Botetourt County Department of Elections and Voter Registration at 2 East Main Street in Fincastle, Virginia. Chairman John W. Rader and Secretary Paul E. Fitzgerald were present. Director of Elections and General Registrar (DoE/GR) Traci Clark also was present. The DoE/GR provided a detailed agenda with supporting information packet.

Chairman Rader called the meeting to order at 2:00 p.m.

The minutes reflecting the actions of the Electoral Board immediately preceding, during, and immediately following the General Election of November 2016, were unanimously approved as submitted.

The DoE/GR reported that a new lease had been negotiated by Botetourt County regarding the joint occupancy of the Spickard Building on East Main Street by the offices of the Botetourt County Commonwealth's Attorney and voting equipment security storage by the Botetourt County Department of Elections and Voter Registration (DoE/VR), and that for purposes of budgetary planning DoE/VR has been instructed to use current Fiscal Year program-cost assignment regarding Spickard Building use. A \$3,000.00 security deposit has been requested by the Spickard Building owners because of damage said to have been caused by the movement in and out of election equipment in connection with the recent General Election.

There was a brief discussion of drawings and other information regarding three rental properties that are tentatively considered as possible solutions to the challenges facing the DoE/VR regarding office and equipment security needs. These are the now-vacant former Daleville Branch Office of the Bank of Botetourt located near the Botetourt Commons traffic light on US 220, a now vacant building in Daleville at 1298 Roanoke Road (US 220), and the Bank of Fincastle property on South Roanoke Street in Fincastle (Beckley House site) that will be vacant when the move of the Commonwealth's Attorney Offices to the Spickard Building is completed.

The Electoral Board unanimously concurred in the plan of the DoE/GR to utilize a \$10,000 primary election cost reimbursement to purchase new Boolee-style privacy booths to replace the less-substantial equipment that was originally chosen.

The Electoral Board unanimously approved the FY 2018 Budget Proposal prepared by the DoE/GR totaling \$251,482.00 and representing a 20.8 per cent reduction from the current FY

2017 budget. The reduction is attributed primarily to the absence of a presidential election from FY 2018 activities.

The next meeting of the Electoral Board was set for 2 p.m. on Thursday, February 2, 2017, in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive, flowing style with a large initial "P" and "F".

Paul E. Fitzgerald, Secretary

January 2, 2017