

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Council Meeting Minutes
June 18, 2020
VIA ZOOM CONFERENCE CALL

Council Members Present: Tiffany Cissna; Arthur Alexander; Katya Hill; Susan Fattig; Todd Mann; **Village Manager:** Niles Anderegg; **Building Administrator:** Doug Lohmeyer; **Village Attorney:** Ron Bolt; **Residents and other Attendees:** Marty Langelan (Chestnut Street); Paula Goldberg (Bradley Lane); Timothy McLaren (Wildcard Corp.)

7:30 PM Call to Order: Cissna

7:31 PM Opportunity for Council to hear resident comments: Cissna

Paula Goldberg (Bradley Lane) discussed the recent vandalism to her house and another resident's vehicle and passed along tips that the Montgomery County police shared with her, including reminding people to lock their car doors and keep their homes lit even when they are not there. She also commented on how having a Nest camera helped the police because it gave them a clear picture of the incident and the suspect. Todd Mann (Raymond Street) and the rest of the Council thanked Tiffany for her time on the Council and her commitment to the Village. Marty Langelan (Chestnut Street) shared that the Town of Chevy Chase has created a racial and social justice committee and, while she does not think Village needs one of its own, this Committee has already done some interesting work which she will share this on the resident-run listserv.

7:35 PM Presentation of Cybersecurity Posture Assessment: Wildcard Corp

Todd Mann introduced Timothy McLaren of Wildcard Corp, who gave a brief overview of the work that Wildcard Corp performed for the Village. Timothy stated that the Village is in a good position regarding its cybersecurity posture for a community of our size. However, Wildcard still recommends some changes to how the Village Office handles some of its processes, including staff training and formalizing some of the relationships that the Village has with vendors. Niles Anderegg, Village Manager, stated that many of the recommendations from Wildcard have already been implemented by the Village or are in the process of being implemented as soon as possible. Arthur Alexander requested that Timothy come to the next Council meeting to give residents some information about how they can protect their own data. Marty Langelan asked what the Village could do to prevent a ransomware attack. Timothy explained that the Village could limit the privileges that users have to download software and should also back up its data to make it easier to recover its data in the event of an attack. Marty further asked if the Village needed to disconnect from the cloud. Timothy explained that the Village's cloud service, OneDrive by Microsoft, actually has ransomware protection as part of its service and that he recommended keeping OneDrive because of the protections Microsoft offers. Tiffany Cissna further explained that the Village has the three industry-recommended different levels of back-up, those recommended by the Village's insurance company, current IT support vendor, and Wildcard (i.e., on-site, off-site, and in the cloud) to provide the Village with as much protection as possible.

7:50 PM Committee Update(s): Committee Chairpersons or their representatives

Tree Supervisor: Paula Goldberg (Bradley Lane) gave an update on the work of the Village Arborist Paul Wolfe, including answering one question from a resident regarding trimming a tree in the right of way. Also, the Village is preparing for the more humid and drier weather that happens over the summer, which could have an impact on Village trees.

Walkability Study Task Force: Arthur Alexander (Raymond Street) reported that the Walkability Task Force has a survey out that he would encourage residents to complete. This survey will help set the priorities that the taskforce and consultant will focus on going forward. Niles Andereggs explained that the response rate to the survey has been excellent, with over 100 responses so far.

Community Engagement Committee: No updates.

Ethics Committee: No updates.

Election Committee: Marty Langelan (Chestnut Street) gave the committee report (see addendum). She said that overall, the Village of Martins Additions' first vote-by-mail election went well. The Village had 295 votes cast out of 601 registered voters, so almost a 50 percent voter turn-out, which was an increase of 14 percent over last year's election. Marty also stated that she believed Martin's Additions rose quite well to the challenge of holding an election during COVID-19. She mentioned that there were a few glitches in terms of procedure and issues with the election service provider that are detailed in the committee report. She also thanked the Council, the Village Manager, and the Election Committee for their work during the election. She gave a brief summary of all that the Committee had accomplished through over 200 hours of work by its members.

7:57 PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer presented his report (see addendum). Highlights: 3506 Bradley Lane has submitted a building application for their teardown and new construction. However, we are still waiting on the County permit. The information meeting for this new construction was held last night, which went very well and answered some residents' questions about traffic and noise. 7204 Chestnut Street had their variance hearing on May 18. The variance was granted, and the stop-work order has been lifted, so the contractor is proceeding with the work on the addition. Tiffany Cissna asked if they would complete the work by the July 4 extension deadline. Doug said he believed that the work would be completed by then, but he would send an email to the contractor next week. 7200 Delfield Street will be another teardown and new construction. Those residents have applied for a building permit, but will still need to address comments from both the Village and the County before being able to proceed. The information meeting for that project has not yet been scheduled. 3515 Raymond Street has submitted a building application for a teardown and new construction. The informational meeting for this project has not yet been scheduled. Cissna clarified that informational meetings are not usually scheduled until the project is permitted. 7200 Summit Street is requesting variances to add a bay window and a front porch as well as an addition on the right side of the house. The variance hearing is set for July 16, the night of the monthly Council meeting. Doug believes that the applicants have addressed all of his comments, but he has not seen the final set of plans yet. For 3412 Taylor Street, the County has signed off on their building permit, but there are some right of way repairs that will need to be addressed before the Village can close out its permit. The building permit for 3407 Thornapple Street was extended at the end of May; they are still working on the project and believe they have it completed later this summer. Tiffany Cissna asked for an update on the State Highway Administration (SHA) response to the letter from the Village. Niles reported that he has been in contact with the State and is trying to schedule a meeting with SHA staff regarding Brookville Road along with other outstanding issues.

8:02 PM Financial Matters, including FY 2020 Budget Amendments and Treasurer's Report: Alexander

Arthur Alexander gave a brief overview of the FY2020 budget amendments, including the identifying of election costs as its own category due to this year's contract, and noting the Village may make elections its own budget line in the coming years. He added that some categories were consolidated since contractors have been doing two tasks at one time, such as leaf vacuuming and street cleaning. Such consolidations clean up the budget and make it match more closely to the work the contractors are performing. There have been a couple of areas of significant increase, such as building administration and legal fees, which reflect an increase in the number of variances and permit applications recently received as well as other matters that require the expertise of both the Village Building Administrator and the Village Lawyer. Overall, there are \$77,000 in increases and \$80,000 in decreases. Katya Hill moved to adopt the budget amendments as proposed. Susan Fattig seconded the motion, and the Council passed it unanimously.

8:06 PM Manager's Report: Anderegg

Niles Anderegg, Village Manager, gave the manager's report (see addendum). He first updated the Council on his work with the various Village committees, including the Election Committee, which he thanked for all their work during the election, and the Walkability Task Force. He reminded residents that the walkability survey, which they should have received via email, would be open until June 30. Niles also reported that the Community Engagement Committee is working to make the Labor Day event a little more special this year because the Village did not hold the Celebration on the Sidewalk and would not hold the 4th of July event due to the pandemic. The Village Office is putting the finishing touches to the updated Village directory. The Village is aware of a few people who are currently moving into the community, so the office is trying to include those people in the directory. The office hopes to have the directory finished by the end of July. The GIS work is continuing. There should be another set of data for the Village to review within the next week or two. The Village has also posted the job announcement for the management assistant position and had received about a dozen applications that will be reviewed in the next few days. The position can be found on the Village's website, MML's website, and indeed.com as well as joinhandshake.com. Tiffany Cissna also made the Council aware of a question the office received regarding signs in the right of way, and the Council directed Niles and Ron to formulate a policy to be discussed at the next Council meeting. Niles also reported that work is continuing on documenting Village procedures and paperwork to make the office more efficient.

8:12 PM Opportunity for Council to hear residents' comments: Cissna

There were no additional resident comments.

8:13 PM Adjournment: Cissna

The meeting adjourned at 8:13 PM



VILLAGE OF MARTIN'S ADDITIONS

COUNCIL MEETING APPENDIX

June 18, 2020

Materials included in this appendix were either included in the Council monthly meeting packet distributed before the meeting or submitted to the Council as part of the meeting. All materials appear as submitted.



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

www.martinsadditions.org

Agenda for Council Meeting

Thursday, June 18, 2020, 7:30 PM

The Council may entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article).

- 7:30 PM Call to Order: Cissna
- 7:31 PM Opportunity for Council to hear residents' comments: Cissna
- 7:41 PM Presentation of Cybersecurity Posture Assessment: Wildcard Corp.
- 7:51 PM Committee Update(s): Committee Chairpersons or their representatives
- 8:01 PM Building Administrator's Report: Lohmeyer
- 8:11 PM Financial Matters, including FY 2020 Budget Amendments and Treasurer's Report
- 8:21 PM Manager's Report: Anderegg
- 8:25 PM Opportunity for Council to hear residents' comments: Cissna
- 8:31 PM Adjournment: Cissna

*Please Note: Listed times are approximate.



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Virtual Meeting Information

Below is the information for those residents who would prefer to dial in remotely or video in to the Council meeting.

1. Dial-In Option

Call: 1 301 715 8592

When prompted, enter the Meeting ID: 833 3955 8520 (you must enter the "#")

Password: 704439

2. Web/Video Option:

- a. Go to the Zoom meeting link: <https://us02web.zoom.us/j/83339558520>
- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: 833 3955 8520

Password: 704439

Topic: VMA Council Meeting

Time: June 18, 2020, 07:30 PM Eastern Time (US and Canada)

Risk Assessment Summary

Wildcard Corp. has been tasked to conduct a Risk Assessment for the purpose of identifying risks to the Village of Martin's Additions. The Risk Assessment Report assesses the use of resources and controls to eliminate and/or manage vulnerabilities that are exploitable by threats internal and external to the Village of Martin's Additions. The scope of the Risk assessment was limited to the security controls applicable to the Village of Martin's Additions environment.

The methodology used to conduct the Risk assessment is qualitative and based on the National Institute of Standards and Technology (NIST) Special publication risk management guide. The Risk assessment included a vulnerability assessment that identified vulnerabilities that could potentially lead to the theft of credentials and administrative level access to the Village of Martin's Additions processes and technical security controls.

The Wildcard Risk Assessment approach foundation is based on NIST Risk Management Guide and fine tuned by our specialized experience evaluating the security controls of multiple government customers at the federal, state, and local levels. The assessment evaluates the security controls and processes and determines if the safeguards are appropriate and effective. This permits Village of Martin's Additions (VMA) to make knowledge-based decisions to prioritize vulnerabilities to remediate.

Wildcard found 10 high risk areas that are associated with the following domains:

- Governance
- Email
- Awareness Training
- Password Policy
- Continuity Planning
- Incident Response
- Audit and Monitoring
- Common Vulnerabilities
- Systems Communications
- Excessive Permissions

Wildcard conducted a risk assessment over the defined domain areas and determined that your overall risk rating is: **Critical**

Wildcard assigns a risk rating of critical when we have identified scenarios that could lead to significant loss of access to systems/data. Relative to similar environments that we have examined, the VMA security posture is comparable.

Wildcard has briefed the Village on our findings and are currently in the process of remediating the findings. Prioritizing the critical findings will have a significant impact on improving VMA's resilience against attackers. Wildcard is available for further assistance on any steps for remediation in addition to the assessment.

TO: The Council at the Village of Martin's Additions

FROM: Doug Lohmeyer

DATE OF MEMO: June 16, 2020

SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The resident's information meeting was held on Wed. June 17th.

3525 Bradley Lane

A Village building permit has been issued for a new deck at the left rear of the existing house. The work is proceeding.

7204 Chestnut St.

The Village issued the building permit on April 3, 2019. The construction of the additions is ongoing. A variance was previously granted for those additions. The applicants have requested a Village Building Permit extension, which extends the permit until July 4, 2020.

The Council approved the additional side yard variance on May 18th and the "Stop Work Order" has been removed. Work is proceeding on the rear addition construction.

7210 Chestnut St.

The Village issued their building permit on Oct. 11, 2018. The applicant estimates the project will be completed in 2 to 3 months. The Village building permit has been extended.

The County has closed their building permit but the sediment control permit is still open. Once they close that permit, we will do a final inspection and if everything is acceptable, the Village Building Permit can be closed.

7200 Delfield St.

The property owners (a partnership) has applied for a Village demolition and building permit for a new house. The MCDPS is reviewing their application. The Village staff has completed the initial review of the application and submitted their comments of the applicant. A resident information meeting has not been scheduled.

163 Quincy St.

The homeowner is proposing to add additional parking along the side of the existing driveway. The parking area will be different material than the driveway and the preliminary non-vegetative analysis indicates the non-vegetative area will not exceed 30% of the front yard. They have not filed for a Village permit.

3515 Raymond St.

The applicant has submitted plans to remove the existing house and to construct a new house. The County is reviewing their plans. The Village staff has been in contact with the applicant and the architect with Village comments.

7200 Summit Ave.

On April 28, 2020, the homeowners submitted a Variance Application for the front and rear setbacks in order to construct a new porch and bay window at the front of the existing house and an addition on the north (right) side of the house. The staff has reviewed the application and submitted comments to the owner and the architect. The applicant has revised the original variance application. The Variance hearing has not been scheduled.

3412 Taylor St.

The Village original building permit was issued on Feb. 4, 2019. The house construction is ongoing. The applicant has raised the elevation of the house because of a high ground water condition. The height survey indicated the new roof peak is 6 inches higher than what the Village Code permits.

The Village Building Permit has been extended. The MCDPS building permit and sediment control permit has been finalized. The Village is waiting for a couple of minor repairs to the Village right of way, before the Village close their permit. The contractor has been notified of these needed repairs.

3407 Thornapple St.

The Village issued their building permit on May 30, 2019. Work has begun on the new house construction. The applicant has submitted a “Wall Check”, which indicated the new house is in conformance with the approved site plan and the Village Code.

On May 29th, the building permit was extended and work is proceeding.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA has responded to the Village’s letter regarding water ponding at the Village street intersections along Brookville Rd. They plan on making improvements to the intersections at Bradley, Quincy, and Cummings this summer.
2. The staff has spoken to several homeowners about proposed improvements to their property.

**Village of Martin's Additions
Financial Report for May 2020
Arthur Alexander, Treasurer
June 18, 2020**

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 832,576	734,334
Expenses (excluding capital projects)	692,108	760,838
Net Income (revenues minus expenses)	140,468	-26,504
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$526,695

Several fiscal year-end amendments are needed to bring the budgeted spending into alignment with Council-approved changes. We conducted one-time audits of our financial and IT security practices, which should result in lower on-going expenditures in the future. The Village election was held this year by mail, which entailed contracting for unbudgeted services; at the same time, the sidewalk festival was not held, resulting in reduced spending for Community Events. In addition, we are re-formatting several accounts to reflect changed practices; for example, street cleaning, which had been a separate activity, is now combined with leaf vacuuming. Because of such planned and unplanned activities, the Council must amend the budget to account for these developing events. The sum of the increases and decreases is a net reduction in total spending over the fiscal year compared to the original budget.

Proposed budget amendments:

	FY20 Budget	Revised FY20 budget	Change
Increases:			
5070 · IT	20,000	30,000	10,000
5205 · Cyber security	5,000	6,300	1,300
5222 · Building Review & Permits	50,000	70,000	20,000
5230 · Legal	65,000	77,000	12,000
5326 · Leaf Vacuuming	20,000	30,000	10,000
5410 · Waste Collection & Recycling	130,000	140,000	10,000
5420 · Leaf Bags	15,000	16,000	1,000
5510 · Tree Maintenance	22,000	30,000	8,000
5520 · Community Events (Election)	0	5,000	5,000
Total increases			77,300
 Decreases:			
5040 · Printing & Mailing	5,000	3,000	-2,000
5050 · Dues & Subscriptions/Conference	10000	6000	-4,000
5110 · Managerial & Office Salaries	135,000	117,000	-18,000
5120 · Payroll Taxes & Benefits	25,000	15,000	-10,000
5224 · Enforcement & Oversight	18,000	15000	-3,000
5226 · Municipal Operations	18,000	15000	-3,000
5322 · Street Cleaning - Fall/Spring	15,000	0	-15,000
5351 · Snow Removal - Plowing	10,000	2,000	-8,000
5515 · Tree Replacement	10000	5000	-5,000
5518 · Right-of-Way Landscaping	23000	20000	-3,000
5520 · Community Events (other events)	20,000	13,000	-7,000
5630 · Tree Planting Initiative	2000	0	-2,000
Total decreases			-80,000

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 6/16/2020

The Village Office has been engaged in several activities relating to Village committees, including supporting the historic first vote-by-mail election for the Village of Martin's Additions. The Village Office has also been working with the Community Engagement Committee to look at ways to make a potential Labor Day event successful this fall. The Office supported the Walkability Task Force by getting the Walkability Survey up and running. If you have not already filled out the survey, please do by June 30th.

The Village Office also facilitated, along with Section 3 and Section 5, a shredding event this past weekend where the three villages' residents combined to shred about 2 tons of paper.

The Village Office is also working on improving Village paperwork and records retention. This includes writing SOPs and updating Village forms. In addition, the Office is working on improving our financial position, which includes signing a new agreement with utility distributor Public Power to receive our electricity. This new agreement will provide significant savings on our already low electric bill.

Village Directory

The Village Office is completing its work on updating the Village Directory for 2020. In July, a survey will be sent to residents asking them whether they want their email address listed in the Directory. The office anticipates sending out the new Directory by the end of July.

Cybersecurity

The Village's cybersecurity consultants, Wildcard Corp, will present an overview of their findings at the Village Council meeting. In the meantime, the Office has been engaged in upgrading the Village's cybersecurity posture based on the recommendations of Wildcard.

GIS Update

Wallace Montgomery, the Village's GIS contractor, is finishing up requests for changes to the GIS data. Staff should have another version of the data to review very soon as we try to finalize this project.

Management Assistant Search

The Management Assistant job announcement has been posted on several websites, including the Maryland Municipal League website, indeed.com, and joinhandshake.com, along with the Village website. So far, the responses have been quite good. We have seven applicants over the first five days of the job being posted.

ELECTION COMMITTEE CHAIR'S REPORT: VMA Council Meeting June 18, 2020

I am pleased to report that Martin's Additions first vote-by-mail election generally went well. The mail ballots were sent to all 601 eligible residents listed on the 2020 VMA voter roll, and 295 residents voted. That's a participation rate of almost 50 percent. It was the second-highest VMA voter turn-out on record, and 14 percent above the number of voters last year.

Every city, county, and state has had a tough time this year trying to hold fair elections in the middle of the Covid pandemic. Martin's Additions stepped up to the challenge well.

We had a few glitches, but none of them affected the overall outcome of the election. The election-services contractor, Electec, didn't follow through on all of VMA's detailed instructions on the election mechanics, such as rotating the candidates' names on the ballots, and the Committee chair has already discussed those items with Niles, our village manager. There were also some procedural issues that came up this year. Earlier this month, the Committee chair provided a memo to Council members Todd Mann and Katya Hill and to the Committee that outlined those concerns. The Committee's official 2020 election report, the items about the contractor, and the Committee chair's recommendations are attached to this report for inclusion in the record. The incoming Council and the Election Committee next year will decide how to follow up on those.

I thank the Council, the village manager, and all of the members of the Election Committee for their hard work this spring. In the two-month period from March 15 to May 15, the VMA Election Committee had to revamp the village's election procedures, revise the date of the election, research electronic and mail voting systems, brief the Council and the new village manager repeatedly, conduct due diligence and reference checks to select and recommend an election-services firm, specify the procedural mechanics and technical services the contractor would provide, produce the official 2020 election information packet and official election notices required by law, produce a stream of public updates and precise, accurate communications, carry out the community "Meet the Candidates" Forum online, design and produce a new special 2020 election section for the VMA newsletter, review and correct the new ballot mailing packet, handle countless questions and detailed procedural decisions, maintain a level playing field for the candidates, and ensure that all the work stayed focused, on track, and on time. In total, the task required well over 200 hours of work by the Committee.

Congratulations to the Council members who will take their seats on July 1. Thank you to all the candidates who ran for office, to all the residents who treasure our community and took the time to vote, and to everyone who worked so hard to carry out this year's election.

Respectfully submitted by the Chair, 2020 VMA Election Committee, June 2020.



May 28, 2020

Dear Candidates, Council Members, and Neighbors,

We have now received written confirmation of the final mail vote results, and here is the official report on the 2020 VMA Council Election. The vote tallies for the candidates (in alphabetical order) are:

Arthur Alexander	202 votes
Jeffrey Blander	204 votes
Monty Boland	116 votes
Susan Fattig	204 votes

In addition, 22 people received a total of 47 write-in votes, as follows:

Michael Hess	14 votes
Katie Howard	5 votes
Peter Kahn	4 votes
Jean Sperling	3 votes

Ben Dunford, Andrew Kauders, and Chris Schrader each received two votes. Keith Allen, Kathy Bishop, Paul Bishop, Noah Bowers, Noel Dunford (Bingham), Denise Glassman, Tracy Kline, Marty Langelan, Reenie Leahy, Paul McGowan, Mike Meenan, Elizabeth Vorrasi, Holly Worthington, and Lorie Zucco each received one vote. One person who was not listed on the VMA voter roll, Elizabeth Abdelmasien, also received one vote.

Total ballots:

The vote-by-mail ballots were sent to all 601 eligible residents listed on the 2020 VMA voter roll, and 295 residents sent in their ballots. That's a participation rate of almost 50 percent. It was the second-highest VMA voter turn-out on record, and 14 percent above the number of voters last year.

Total votes on the ballots:

The four candidates received a total of 726 votes. The write-ins received 47 votes. No ballots were disqualified this year. Quite a few residents intentionally left some votes blank by selecting only one or two people on the ballot, instead of voting for three people. There were 112 votes not cast (left blank) on the "under-voted" ballots.

The Election Committee thanks all the candidates for their community leadership in running for the Village Council. We also commend the Village Manager, Niles Anderegg, for his diligent work in support of the Election Committee's mailings, notices, meetings, and logistics. It was a challenge to carry out the VMA election in the midst of this pandemic, and we very much appreciate the community's support.

Respectfully submitted by the 2020 Martin's Additions Election Committee:
Marty Langelan (chair), Lauren Shweder Biel, Lorie Mitchell, Halie Soifer, and Jesse Tampio

PERFORMANCE ISSUES WITH THE ELECTION-SERVICES CONTRACTOR

The village manager, as the contract administrator, should address these performance problems when he conducts his final contract-compliance review with Electec.

A. Electec did not provide the written, certified Official Count of Ballot Report to the VMA Election Committee, as required by Ordinance 4-1-2020, the 2020 VMA Emergency Election Plan.

B. Electec failed to follow the Election Committee's instructions to rotate the candidates' names on the ballot. That did not invalidate the election, but it was a significant failure to comply with VMA's "best practices" and our established electoral standards. Preventing positional bias on the ballots is important.

C. Electec failed to follow the Committee's instructions about using the USPS tracking code system to monitor the ballot return envelopes. That left us with no way to know how many ballots were still en route as of the May 22 "received" cut-off date. In light of a recent court decision about counting ballots received after the due date, it was important to know whether the number of ballots still in transit was large enough to affect the outcome of the election.

D. Electec also failed to follow the Committee's instructions to tally the number of votes not cast (left blank) on under-voted ballots. Making sure that all votes are accounted for is the standard practice in VMA; the cross-check of the votes not cast is required to confirm the accuracy of the final vote count. At the Committee chair's request, Electec did go back to verify that information and correct the discrepancies.

E. Electec had numerous errors on the draft voting instruction sheet they sent us, and failed to provide that document and the rest of the draft ballot mailing packet until the very last minute, a week later than we had requested. The Committee had to review, correct, and then proof those essential documents on a rush basis at the peak of the election workload, in the midst of holding the community forum on April 23 and completing the new six-page special 2020 election section of the newsletter on April 24. Jamming all of those tasks together placed an unreasonable burden on a small volunteer committee. Both the quality of the draft ballot packet and the timing need to be better next year.

COMMITTEE CHAIR'S RECOMMENDATIONS

RECOMMENDATION # 1: Revise VMA election ordinance 2019-12-2 to (a) reaffirm that VMA shall require any election-services provider to submit its official, detailed written report on the voting results directly to the VMA Election Committee, not to the village staff; (b) state that if the Committee has any questions about the vote count, the Committee is authorized to contact the election services provider directly, not via the village staff; and (c) state that the village manager shall supervise the overall election-services contract but is prohibited from participating in any way in the vote count.

RECOMMENDATION # 2: Revise the VMA employment manual to clarify that the village staff cannot intercept the contractor's report or the voting data, be involved in the vote-counting process, or determine the final voting results. Provide for appropriate HR remedial measures as needed.

RECOMMENDATION # 3: Revise VMA election ordinance 2019-12-2 to stipulate that the village staff shall update the annual VMA voter roll according to the procedures directed by the Election Committee, and shall provide the VMA voter roll to the Election Committee on request.

RECOMMENDATION # 4: Revise VMA election ordinance 2019-12-2 to state that, with respect to election-related communications online, in print, or on the VMA website, neither Council members nor VMA employees shall publish information that has not been verified by the Election Committee, or alter or delete the content of any public communications from the Election Committee, without consulting the Committee for approval in advance.

RECOMMENDATION # 5: Ensure good governance and establish a more prudent and transparent process in the future by amending VMA election ordinance 2019-12-2 to state that the Council shall consult with the VMA Election Committee about any proposed amendments to the VMA election ordinance and/or the election portions of the VMA Charter. A full-fledged "advise and consent" provision would not be appropriate, but a simple "advise" provision would reinstate the Council's previous operating procedure, help the Council to avoid introducing unintentional errors in VMA's election procedures, and clarify VMA's standards and normal process.

RECOMMENDATION # 6: If VMA plans to continue to use an election-services provider, it will be important to institute additional contract-management measures to ensure that the contractor will comply with all of VMA's instructions next year. The village manager should address this year's problems with Electec in his contract compliance review and report back to the Council and the Election Committee. The Council may wish to ask the village manager to prepare a written plan outlining the contract-management steps he will take in the future, and the manager may wish to consider future contract provisions that include penalties for performance failures.