



## STAFF REPORT

AGENDA ITEM #: 20-121  
 COUNCIL MTG OF: December 1, 2020  
 FROM: Administration  
 OFFERED BY: Administration  
 PREPARED BY: Administration  
 SUBJECT: COVID-19 Trust Reimbursement

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### INTRODUCTION

The Town Council is being requested to authorize the reimbursement of extraordinary expenses incurred during the September and November elections from the COVID-19 Trust Fund.

### TOWN ADMINISTRATOR COMMENTS

See comments within this staff report.

### BACKGROUND

The Town Council established the COVID-19 Mitigation, Response and Recovery Trust Fund under Resolution 2020-012 as a mechanism to fund extraordinary expenses and augment revenues impacted by COVID-19. The Town anticipated that additional expenses would be incurred to ensure that the September 2020 State Primary and the November 2020 General Elections were managed safely and efficiently. Previously, the Council authorized hazard pay for poll workers and anticipated other additional expenses for personal protective equipment and items such as a tent at Pinkerton where voters could cast ballots without wearing masks, as Pinkerton required that all wear masks in Hackler Gymnasium, the central polling location.

### DISCUSSION

The Town Clerk and Chief Financial Officer recently reviewed expenses associated with the elections, and identified the following expenses which were incurred beyond what the Town budgeted in FY21 (please note that bracketed figures are under expenditures for the planned budget).

Description	Notes	Primary Election	General Election
Temp Help		(7,268)	6,832
Hazard Pay		6,709	17,259
Elected Officials	Town Moderator	150	150
Hazard Pay Elected Officials		270	743
Overtime	S. Bodenrader		91
Police Details		(525)	1,175
Payroll Taxes/Benefits on Labor		(1,140)	(526)
Custodial	Clean Polling Locations	5,826	5,826
Other Professional Services	Accuvote Coding	889	(833)

Rentals	Tent Rental	1,565	3,770
	Porta-Potty	-	390
	Postage Meter Rental	65	201
	Polling Location Rental	-	(300)
Public Notices	Sign	(33)	25
Hospitality	Food	113	260
Office	Supplies	2,015	2,956
Postage		284	2,118
	<b>Total Additional Charges</b>	<b>8,920</b>	<b>40,137</b>
	<b>TOTAL:</b>		<b>49,057</b>

The Finance Department has received or identified the following external sources of revenue which shall be applied against the expenses listed above:

<b>Grants Received related to Elections:</b>	<b>Amount</b>
NH Secretary of State-Cares Act Funds-Primary Election	14,522.43
NH Secretary of State-Cares Act Funds-Primary Election Additional Funds	604.50
NH Secretary of State-Cares Act Funds-General Election	49,980.86
Center for Technology and Civic Life-Chicago, IL(Non-Profit)	9,553.13
<b>Total Election Related Grants</b>	<b>74,660.92</b>

#### FISCAL IMPACT

At this time, there appears to be sufficient external revenues to fund extraordinary election expenses. It should be noted that staff is requesting a transfer of funds to pay for extraordinary election expenses only, and not all election expenses. Staff will be researching the grant stipulations to determine the disposition of the remaining grant funds.

#### RECOMMENDED ACTION BY COUNCIL

Please see Resolution #2020-058 (Please read the Resolution)

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