



Washington County Board of Elections

Regular Session MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Tammy Downin, President

Kandace Carpenter, Vice President

Donna Brightman, Board Secretary

Nancy Armstrong, Assistant Secretary

Claudia Martin, Member

Staff:

Barry Jackson, Election Deputy Director II

Teresa Morningstar, Acting Deputy Director II

Cory Green, Election Program Supervisor I

Anna Dolman, Election Program Specialist I

Absent:

Brian Kane, Board Counsel

Guest:

Martin Lumm

Peter Perini

Catherine Poropatic

Arthur Larue, Virtual

President Tammy Downin called the meeting to order at 3:01pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740.

Declaration of Quorum Present:

President Tammy Downin declared that a quorum was present.

Approval of Draft Agenda:

Claudia Martin moved to approve the Draft Agenda with no changes. Kandace Carpenter seconded, and the agenda was unanimously accepted as presented at 3:03pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the September 9, 2025 Executive Minutes as submitted. Nancy Armstrong seconded, and the motion passed unanimously at 3:03pm.

WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

Page 2

Donna Brightman made a motion to approve the September 9, 2025 Regular Session Minutes as submitted. Claudia Martin seconded, and the motion passed unanimously at 3:04pm.

Correspondence:

N/A

Reports:

I. Election Director

A. Personnel –

1. Anna Dolman's (Outreach Coordinator) last day is October 22nd. We have submitted paperwork to SBE to rehire for the position.
2. Reopening IT/Warehouse Clerk position to get more applicants
3. Interviewing Training Coordinator applicants October 23rd and 24th.

B. Meetings:

1. SBE/LBE Collaboration Meeting:

a) Highlights from October 9, 2025 meeting:

- (1) Chatter among General Assembly about redistricting in special session this fall.
- (2) New Campaign Reporting Information System (MDCRIS) migration underway – go-live fall 2025
- (3) New pollbook procurement (2028) was awarded, but it has been protested by another vendor.
- (4) New voting system (2028) proposals are in, technical evaluations underway
- (5) Mail In Ballot Drop Box reconfiguration of lock flap.
- (6) Katie Berry, SBE Deputy Administrator, will begin weekly "check-ins" with LBE directors and deputy directors on November 5th and run through at least the Primary Election.

b) Next Meeting: November 20, 2025.

2. MAEO Meeting in Washington County! – October 21, 2025
3. Certified Maryland Election Administrator Program Meeting in Calvert County, October 1, 2025 – next meeting in Frederick County on October 20, 2025.

Tammy Downin asked what the frequency of the meetings would be? Barry Jackson replied that there would be 8 classes in total, and the thought process is that the participants could take 5 classes in a non-election year and 3 classes in an election year with 2 being virtual.

Classes would vary in length depending on material being discussed.

C. Legislative Update: N/A.

D. Voter Registration Activities and Statistics:

WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

Page 3

1. Registration Statistics for September 2025 were distributed to the Board.
- E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 15 filings so far:
 1. 2 for County Commissioner
 2. 1 for Clerk of the Circuit Court
 3. 1 for Register of Wills
 4. 4 for Democratic Central Committee
 5. 2 for Republican Central Committee
 6. 2 for Sheriff
 7. 2 for States Attorney
 8. 1 for Board of Education
- F. Voting System Activities:
 1. Pollbook battery tests completed today
- G. Projects:
 1. New Website
 2. "I Voted" Sticker Contest
Kandace Carpenter asked when the deadline is for submission and Barry Jackson replied that it is November 30, 2025.
 3. Election Management Software and Services
 4. Election Operations Center
Barry Jackson has a meeting next week with some of the respective parties involved.

II. Attorney – No Report

Unfinished Business:

- I. 2026 Election Plan
 - A. Vote on Ballot Drop Boxes
Barry Jackson presented the 8 ballot drop boxes that are the same from the 2024 election. Kandace Carpenter moved to accept the ballot drop box plan as presented by the executive director, Nancy Armstrong seconded,

Donna Brightman asked if there was any feedback from the public on adding more drop boxes and there had been no request for additional drop boxes. Donna Brightman asked if additional details regarding ballot pickup could be explained and Barry Jackson went over the process. Donna Brightman asked if the pickup process was online and if the pickup times were available and Barry Jackson responded that he did not want to disclose the exact time of when the pickups occur for the security of the staff.

Tammy Downin called for a vote as the discussion, was completed and the motion passed unanimously at 3:27pm.

- B. Vote on Election Day Polling Places

WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

Page 4

Barry Jackson presented 47 precincts and 40 polling places that are the same from the 2024 election. Kandace Carpenter moved to accept the election day polling place list as presented by the executive director, Claudia Martin seconded,

Donna Brightman had one question regarding the previous polling place consolidation and if there was any negative feedback from the public. Barry Jackson stated that it was not so much regarding the polling place consolidation, but there was some public feedback regarding where people vote and if their location changed.

Tammy Downin called for a vote as the discussion was completed, and the motion passed unanimously at 3:34pm.

C. Early Voting

1. Vote on Required Three (3) Early Voting Sites

Donna Brightman moved to adopt the following resolution pursuant to Maryland annotated code of election law 10-301.1(b)(4), Washington County having more than 100,000, but less than 200,000 registered voters shall have three early voting centers in the county. It is resolved that the three early voting centers required by state law to be established in the county shall be: 1: Washington County Free Library, Fletcher Branch in Hagerstown, 2: Boonsboro American Legion, and 3: Clear Spring American Legion. Claudia Martin seconded the motion.

Donna Brightman explained her motion in that there are 4 early voting sites approved in the county commissioners' budget and this motion is for the 3 required early voting sites pursuant to annotated code.

Kandace Carpenter is "adamantly opposed to" this combination as there is no consideration for the election center as an early voting site. Kandace Carpenter stated that she believes the Fit Room is a better alternative to the Washington County Free Library. Kandace Carpenter would like to get as close to 80 percent of the registered voters as possible, but there is no combination that gets us to 80 percent, but we can get closer with other combinations than the one that was presented.

Nancy Armstrong agreed that the Washington Election Center should be included in one of the 3 early voting sites as that was what the facility was intended for.

Kandace Carpenter would like to see Fit Center as opposed to the Washington County Free Library.

Tammy Downin called for a vote as all discussion was completed, Donna Brightman and Claudia Martin voted aye in favor of the motion, Kandace Carpenter and Nancy Armstrong opposed the motion. Board President Tammy Downin voted in favor of the motion, and it passed 3-2 at 3:49pm

2. Discussion and Possible Vote on an Additional Optional Early Voting Site

WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

Page 5

Donna Brightman moved to adopt the following resolution pursuant to Maryland annotated code of election law 10-301.1(b)(10) that the Washington County Board of Elections shall seek the agreement of the County Commissioners that there be an additional early voting center located at the Washington County Election Center. And if the agreement is reached the additional early voting center be submitted to the State Board of Elections for approval. Claudia Martin seconded the motion

Donna Brightman and Claudia Martin voted Aye, Nancy Armstrong abstained, Tammy Downin did not vote, and Kandace Carpenter opposed the motion. The motion passed 2-1 at 3:52pm.

New Business:

- I. Holiday Dinner
Discussion ensued on possible dates, times, and location of the annual Holiday Dinner. The consensus is December 11, 2025 is a good date for most of the board and staff will look into various locations throughout the county that could accommodate the group.

Members Remarks:

None

Guest Remarks:

None

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Thursday, November 13, 2025 at 3:00pm The location is Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

Board Packet

Future Events:

October 21, 2025, 11:00am – MAEO Board Meeting in Washington County
November 3, 2025 – Clear Spring Municipal Election
November 11, 2025 – Veterans Day – Office Closed
November 24, 2025 – LBE Election Plans due to SBE

Adjournment:

Tammy Downin called for a motion to adjourn the Regular Board Meeting, Claudia Martin made the motion and Kandace Carpenter seconded. The motion passed and the Regular Meeting concluded at 4:03pm.

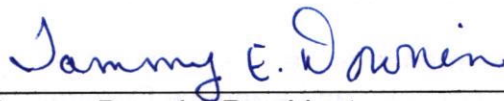
WASHINGTON COUNTY BOARD OF ELECTIONS

October 14, 2025

Page 6

Compiled by Cory Green
Election Program Supervisor I

Respectfully Submitted,

 11/13/25

Tammy Downin, President Date

 11/13/25

Donna Brightman, Secretary Date