

**Office of the State Auditor
Division of Local Mandates
Uniform Polling Hours Cost Certification Survey For FY 2027 State Elections**

Welcome to the Uniform Polling Hours Cost Certification Survey. The Uniform Polling Hours Law (St. 1983, c. 503) increased the number of hours that polls are required to be open for presidential and state primaries and general elections from ten hours to thirteen hours. The Massachusetts Office of the State Auditor (OSA) manages a certification process for “the incremental costs attributed to [the Uniform Polling Hours Law] and estimated to be incurred by each city and town in the next fiscal year” for each presidential primary, state primary, and general election.

Pursuant to the Uniform Polling Hours Law, for this survey, OSA’s Division of Local Mandates (DLM) will certify the ***estimated additional or increased costs*** specifically attributable to the ***first three hours*** of polling operations for state elections. Promptly providing the Uniform Polling Hours expense information requested in this survey will ensure your municipality’s costs are considered for certification.

This survey will collect estimated expenses according to the following schedule:

- **Regularly Scheduled September and November State Elections:** Every odd calendar year.
 - Ex. Estimated additional or increased costs for the 2026 state elections (FY 2027) will be collected in summer 2025.
- **Presidential Primaries:** Every four calendar years (in even years between presidential election years).
 - Ex. Estimated additional or increased costs for the 2028 presidential primary (FY 2028) will be collected in summer 2026.

For this survey, you will certify estimated additional or increased costs specifically attributable to the first three hours of polling operations for **state elections scheduled in FY 2027: the September 2026 state primary and the November 2026 general election.**

PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. **Certification does not guarantee funding.** Municipalities are urged to exercise fiscal responsibility and proactively manage the incurrence of costs. DLM may ask for additional information and supporting documentation in connection with any estimated expenses submitted for certification.

This survey has five sections:

- **Section A: Identifying Information**
- **Section B: Qualifying Questions**
- **Section C: Election Worker and Public Safety Personnel Expenses**

- **Section D: Other Additional Expenses**
- **Section E: Certification Clause**

CAUTION: This survey may “time out” after a period of inactivity; please make sure to fill out the survey in a timely manner. You can also save your progress and return to the survey at another time by selecting the “Save and Exit” button. This will allow you to send an email reminder or copy a link of your submission for your records.

Instructions

Please review the following instructions before filling out the survey. Fields marked with a red asterisk (*) are required. Please fill in fields with information on the estimated additional or increased expenses your municipality will incur. Please do not include expenses for which funding will be received from another source (such as grants).

Once you complete the survey, you will automatically receive an electronic copy of your submission to the email address you provide in this certification. If you do not receive an electronic copy within 15 minutes, please notify our office immediately via email at DLM.CostCertification@massauditor.gov. Otherwise, please review your submission for accuracy and notify us within 24 hours if you need to resolve an error or provide additional information.

If you have any questions about this survey, please contact DLM via email at DLM.CostCertification@massauditor.gov or call 617-727-0980.

Section A: Identifying Information

* A1. Municipality: _____

* A2. First Name: _____

* A3. Last Name: _____

* A4. Position: _____

A5. Phone Number Type: _____

* A6. Phone Number: _____

A7. Phone Extension: _____

* A8. Email Address: _____

Section B: Qualifying Questions

*** B1. Do you estimate that your municipality will incur additional or increased costs specifically attributable to the first 3 hours of polling operations?**

- ☐ Yes
- ☐ No

If no...

Your response indicates that you estimate that your municipality will incur no additional or increased costs. Please certify.

If yes...

*** B2. Enter the number of polling locations that you anticipate your municipality will need for state elections: _____**

Section C: Election Worker and Public Safety Personnel Expenses

This section asks for estimated ***additional or increased*** election worker compensation expenses that are **essential** to polling operations and that are specifically attributable to the ***first three hours*** of state election polling operations. As a reminder, you will certify estimated additional or increased costs specifically attributable to the first three hours of polling operations for **state elections scheduled in FY 2027: the September 2026 state primary and the November 2026 general election**.

For this section, ***“election workers”*** mean **both** temporary workers and regular employees.

If the election worker(s) and/or public safety official(s) **are not regular employees** of the municipality (ex. temporary hires), enter their estimated expenses for the first three hours of polling operations.

If the election worker(s) and/or public safety official(s) **are regular employees** of the municipality and will be working the first three hours of polling operations, estimated compensation for those employees for those hours may only be submitted for certification if the compensation will be an ***additional or increased*** expense for the municipality. Enter compensation expenses that will be paid to regular employees attributable to the first three hours of polling operations if:

- **(1)** working the first three hours of polling operations will cause the employee to work more than the employee’s regular number of hours during the applicable pay period; ***and***
- **(2)** the estimated compensation for those hours will cause the employee to receive more from the municipality than the employee’s regular amount of compensation for the applicable pay period (e.g., overtime/detail pay); ***and***
- **(3)** only to the extent of the addition or increase.

Note: For regular employees, do not submit for employees who will be working their regular number of hours or regular shift, or who will be working excess hours but receiving their regular compensation, even if they are anticipated to be working the first three hours of polling operations. Shifting regular employees’ hours to cover the first three hours of polling operations will not in and of itself result in additional or increased expenses.

Please refer to our FAQs if you have questions related to this section, or contact DLM.CostCertification@massauditor.gov if you have a specific inquiry.

Note as to Public Safety Personnel Expenses: M.G.L. c. 54, s. 72, provides: “The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.” Please upload available documentation, if any, to substantiate the rates of pay for public safety personnel who will be

serving the first three hours of polling operations on Election Day. DLM may request additional supporting documentation if estimated compensation for more than one officer or constable per polling location is submitted. Uploading documentation in advance regarding the rationale for more than one officer or constable per polling location will streamline the review of your submission.

September State Primary

C1. For the September state primary, list the rates of pay for hourly employees and hourly temporary workers for ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the workers' regular hours; and (2) the compensation paid will be in excess of the workers' regular compensation.

Use the following position titles when filling in "Position Type":

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk's/Election Office Staff – Hourly Employee
- Other Hourly Employee

Note: Please enter estimated compensation *up to 3 hours* for each worker (for example, entering a maximum of 15 total hours worked for 5 temporary election workers.) If "Other" is selected, please use the comment box after this question to specify the position used for the election. If you have election workers who have the same title at different hourly rates, enter those workers on separate lines.

Position Type	Hourly Rate	Total Hours Worked (all workers)	# of Workers

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C2. Because you selected “Other”, please use the comment box below to specify the position used for the election.

C3. Do you need to add any additional hourly employees/hourly temporary workers?

- ☐ Yes
- ☐ No

C4. Because you selected ‘Yes’, please fill out the details of the additional election workers below.

Use the following position titles when filling in “Position Type”:

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk’s/Election Office Staff – Hourly Employee

Position Type	Hourly Rate	Total Hours Worked (all workers)	# of Workers

C5. What public safety officials do you anticipate staffing the first three hours of polling operations?

- ☐ Police officers
- ☐ Constables
- ☐ Both police officers and constables
- ☐ No public safety officials

If “police officers” or “both police officers and constables” is selected...

C6. For the September state primary, list the rates of pay for police officers for ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the officers’ regular hours; and (2) the compensation paid will be in excess of the officers’ regular compensation.

Note: Please enter estimated compensation *up to 3 hours* for each officer (for example, entering a maximum of 15 total hours of police detail for 5 officers.) If you have officers at the same rank with different hourly rates, enter those officers on separate lines.

Rank	Hourly Rate	Total Hours Worked (all officers)	# of Officers

C7. Do you need to add any additional police officers?

- ☐ Yes
- ☐ No

C8. Because you selected 'Yes', please fill out the details of the additional police officers below.

Rank	Hourly Rate	Total Hours Worked (all officers)	# of Officers

C9. Please upload any available documentation (e.g., existing bargaining agreements) to substantiate the rates of pay for police officers who will be serving the first three hours of polling operations on Election Day, and any available documentation regarding the rationale for more than one officer per polling location, if estimated compensation for more than one officer per polling location is submitted. _____

If "constables" or "both police officers and constables" is selected...

C10. For the September state primary, list the rates of pay for constables for ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the constables' regular hours; and (2) the compensation paid will be in excess of the constables' regular compensation.

Note: Please enter estimated compensation *up to 3 hours* for each constable (for example, entering a maximum of 15 total hours of overtime for 5 constables.) If you have constables with different hourly rates, enter those constables on separate lines.

	Hourly Rate	Total Hours Worked (all constables)	# of Constables
Position #1			
Position #2			
Position #3			
Position #4			
Position #5			
Position #6			
Position #7			
Position #8			
Position #9			

Position #10			
Position #11			
Position #12			

C11. Do you need to add any additional constables?

- ☐ Yes
- ☐ No

C12. Because you selected 'Yes', please fill out the details of the additional constables below.

	Hourly Rate	Total Hours Worked (all constables)	# of Constables
Position #1			
Position #2			
Position #3			
Position #4			
Position #5			
Position #6			
Position #7			
Position #8			

C13. Please upload any available documentation (e.g., existing bargaining agreements) to substantiate the rates of pay for constables who will be serving the first three hours of polling operations on Election Day, and any available documentation regarding the rationale for more than one constable per polling location, if estimated compensation for more than one constable per polling location is submitted. _____

November General Election

C14. For the November general election, list the rates of pay for hourly employees and hourly temporary workers at ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the workers' regular hours; and (2) the compensation paid will be in excess of the workers' regular compensation.

Use the following position titles when filling in "Position Type":

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk's/Election Office Staff – Hourly Employee
- Other Hourly Employee

Note: Please enter estimated compensation *up to 3 hours* for each worker (for example, entering a maximum of 15 total hours worked for 5 temporary election workers.) If "Other" is selected, please use the comment box after this question to specify the position used for the election. If you have election workers who have the same title at different hourly rates, enter those workers on separate lines.

Position Type	Hourly Rate	Total Hours Worked (all workers)	# of Workers

C15. Because you selected “Other”, please use the comment box below to specify the position used for the election.

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C16. Do you need to add any additional hourly employees/hourly temporary workers?

- ☐ Yes
- ☐ No

C17. Because you selected ‘Yes’, please fill out the details of the additional election workers below.

Use the following position titles when filling in “Position Type”:

- Temporary Election Workers
- Clerk - Hourly Employee
- Asst. Clerk - Hourly Employee
- Registrar - Hourly Employee
- Clerk’s/Election Office Staff – Hourly Employee

Position Type	Hourly Rate	Total Hours Worked (all workers)	# of Workers

C18. What public safety officials do you anticipate staffing the first three hours of polling operations?

- ☐ Police officers
- ☐ Constables
- ☐ Both police officers and constables
- ☐ No public safety officials

If “police officers” or “both police officers and constables” is selected...

C19. For the November general election, list the rates of pay for police officers for ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the officers’ regular hours; and (2) the compensation paid will be in excess of the officers’ regular compensation.

Note: Please enter estimated compensation *up to 3 hours* for each officer (for example, entering a maximum of 15 total hours of police detail for 5 officers.) If you have officers at the same rank with different hourly rates, enter those officers on separate lines.

Rank	Hourly Rate	Total Hours Worked (all officers)	# of Officers

C20. Do you need to add any additional police officers?

- ☐ Yes
- ☐ No

C21. Because you selected 'Yes', please fill out the details of the additional police officers below.

Rank	Hourly Rate	Total Hours Worked (all officers)	# of Officers

C22. Please upload any available documentation (e.g., existing bargaining agreements) to substantiate the rates of pay for police officers who will be serving the first three hours of polling operations on Election Day, and any available documentation regarding the rationale for more than one officer per polling location, if estimated compensation for more than one officer per polling location is submitted. _____

If "constables" or "both police officers and constables" is selected...

C23. For the November general election, list the rates of pay for constables for ALL polling locations that are specifically attributable to the *first three hours* of polling operations if: (1) the hours worked will be in excess of the constables' regular hours; and (2) the compensation paid will be in excess of the constables' regular compensation.

Note: Please enter estimated compensation *up to 3 hours* for each constable (for example, entering a maximum of 15 total hours of overtime for 5 constables.) If you have constables with different hourly rates, enter those constables on separate lines.

	Hourly Rate	Total Hours Worked (all constables)	# of Constables
Position #1			
Position #2			
Position #3			
Position #4			
Position #5			
Position #6			
Position #7			
Position #8			

Position #9			
Position #10			
Position #11			
Position #12			

C24. Do you need to add any additional constables?

- ☐ Yes
- ☐ No

C25. Because you selected 'Yes', please fill out the details of the additional constables below.

	Hourly Rate	Total Hours Worked (all constables)	# of Constables
Position #1			
Position #2			
Position #3			
Position #4			
Position #5			
Position #6			
Position #7			
Position #8			

C26. Please upload any available documentation (e.g., existing bargaining agreements) to substantiate the rates of pay for constables who will be serving the first three hours of polling operations on Election Day, and any available documentation regarding the rationale for more than one constable per polling location, if estimated compensation for more than one constable per polling location is submitted. _____

Section D: Other Additional Expenses

For this section, please **only** enter *estimated additional or increased costs* that are **essential** to polling operations and that are specifically attributable to the first three hours of polling operations.

Do **not** include the following expenses, as they are not eligible for certification:

- early voting costs (not covered by this survey)
- meals and travel expenses (optional expenses)
- signage (incidental local administration expense)
- costs for training of poll workers (not specific to the first three hours of polling operations)
- printing of voter lists (not specific to the first three hours of polling operations)
- voting machine programming (not specific to the first three hours of polling operations)

Note as to Setup Costs: Generally, estimated expenses for polling location set-up will be incurred by a municipality regardless of the Uniform Polling Hours law and will not be certified. However, DLM will certify location set-up costs where additional or increased costs can be specifically attributed to the required additional first three hours of polling operations.

Note as to Location Rental Costs: Generally, rental expenses will be incurred by a municipality regardless of the Uniform Polling Hours law and will not be certified. However, DLM will certify rental costs where additional or increased costs can be specifically attributed to the required additional first three hours of polling operations.

If you have any questions about whether a particular expense is eligible for certification, please contact us at DLM.CostCertification@massauditor.gov.

D1. Please enter other estimated additional or increased costs that are essential to polling operations and that are specifically attributable to the first three hours of polling operations.

Use the following position titles when filling in “Election Type”:

- **September State Primary**
- **November General Election**

Election Type	Description of Expense	Additional Total Cost

D2. Please include any information available to support the expenses submitted.

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Section E: Certification Clause

I hereby certify that I have reviewed this cost certification survey in its entirety, that the information provided herein for the city or town named below is true and accurate to the best of my knowledge, information, and belief, that estimates have been made in good faith, and that additional supporting documentation will be provided if requested.

I further certify that my typed name below constitutes my electronic signature, being the legal equivalent of my traditional inked signature.

***Name:** _____

***Municipality:** _____

***Title:** _____

***Date:** _____

Completion Page

Thank you for submitting your response.

You will automatically receive an electronic copy of your submission to the email address you provided in this certification. If you do not receive an electronic copy within 15 minutes, please notify our office immediately via email (DLM.CostCertification@massauditor.gov). Otherwise, please review the electronic copy and notify us of any changes to your responses within 24 hours via email if you need to resolve an error or provide additional information.