1. 6:30 P.M. Committee Of Ways & Means

   Documents:

   20 JUNE 29 ZOOM WEBINAR WM AGENDA.PDF

2. 6:30 P.M. Committee Of Ways & Means

   Documents:

   2020 JUNE 29 WM ZOOM MTG.PDF

Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS
Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chairman
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

AGENDA

Monday, JUNE 29, 2020

Starting Time – 6:30p.m.

Remote via Zoom webinar

Please click the link below to join the webinar:
https://us02web.zoom.us/j/84473019956

Or Telephone:
Dial: +1 312 626 6799
Webinar ID: 844 7301 9956
International numbers available: https://us02web.zoom.us/u/kq8x1C6hd

1. Roll Call

2. Approval of Minutes
   - May 5, 2020

3. Old Business
   - None

4. New Business
   - 20 042 Town Clerk: Proposal to Create Election Voting Centers or take up any action relative thereto

Adjournment

Governor Charles Baker has declared a state of emergency in Massachusetts to support the state's response to COVID-19 (Coronavirus). According to the Town of Braintree's "Temporary Emergency Policy for Remote Participation Under the Open Meeting Law Pursuant to Massachusetts Executive Order of March 12, 2020," the Town Council will meet fully remotely for the health and safety of Councilors and the public during the Massachusetts State of Emergency. The Town Council will be using Zoom software to run meetings online for the immediate future. The Town continues to monitor the situation through the Health Department and specific questions should be directed to Jean McGinty, Public Health Nurse at 781-794-8094 or Marybeth McGrath, Director of Health, at 781-794-8095.

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MINUTES

May 5, 2020

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Tuesday, May 5, 2020 at 6:00p.m.

Councilor Boericke was in the Chair.
Clerk of the Council, Susan M. Cimino conducted the roll call.

All votes taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chair
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff
Ed Spellman, Finance Director
Karen Shanley, Human Resource Director
James Casey, Town Clerk
Debra Starr, Assistant Town Clerk
Terri Stano, Library Director
Jada Maxwell, Assistant Library Director
Shawn McGoldrick, Town Auditor

Approval of Minutes

- None

Old Business

- None

New Business

- 20 038 Mayor: FY2021 Operating Budget or take up any action relative thereto

The following Departments were in attendance to present their proposed FY2021 Budget:

APPENDIX F	Pages
Town Clerk	23-25
Human Resources	19-22
Library	81-87
Town Council	1-3

Nicole Taub, Interim Chief of Staff, provided members with the Forecast/Budget Overview for the Fiscal Year 2021 report that graphically reviews FY2021 budget recommendations ($143,370,197) by department as well as an overview of FY2021 projected revenues. Nicole Taub stated the instructions to departments were to decrease by 1% their budget from last year and then went back to request departments to decrease an additional 3%.

Committee members asked each department many questions about increase/decrease line items. Some of the questions/answers are below.
Please find all FY2021 budget questions/answers posted on the town website at braintreema.gov

Department 161 Town Clerk

Jim Casey, Town Clerk, reported that the Town Clerk's FY2021 Budget request is $461,023. The additional funding request accounts for collective bargaining agreement costs and COLA. Additional funding is also for additional elections this fiscal year and potentially early voting. There is an increase for Part-Time employees due to minimum wage increase of .75 cents per hour plus added hours for 11-days of early voting in November State General Election.
One question asked to the Town Clerk is why a 5.84% salary increase for the Town Clerk. The reply was due to the final step increase in January (FY2020 reflected half year step D and half year step E) as well as the FY2021 COL and 1-day of the 53-week. The question was asked if we have consistently spent 1195.00 for bylaw printing for 3 years why is there still 15K in budget? The response was the monies, $13,000, set aside for planning/ zoning rewrite for codification and printing.
This budget request is with a 1% decrease from FY 2020. The Committee of Ways& Means asked Clerk Casey to go back and cut an additional 3% as all other departments were requested by the Mayor. Clerk Casey was willing to take a look at what he can cut by an additional 3%.
The Town Clerks revised reduced FY2021 Budget is now $442,519.

Department 152 Personnel

Karen Shanley, Director of Human Resources, noted the FY2021 department budget request is $22,492,842. Human Resources handle all of the collective bargaining agreements, benefits, and hiring. Sizable increases were requested for Vacation Buy Back and Retirement Sick Leave. This is due to paying out employees who have retired.
The question was asked why did the unemployment costs decrease – is this due to the Government picking up portions of unemployment due to Covid-19? The answer is the $65,433 represents the

anticipated expenditures for all of FY21. This number is based on prior years' spending and incorporates the anticipated reimbursement of 50% for costs incurred through December 31, 2021 pursuant to the CARES Act.
The question was asked why did the vacation buyback change so significantly. What happened in 2020 to cause it to jump? Are we confident that the estimated budget will not be exceeded? The answer from Human Resources is the vacation buyback is governed by collective bargaining agreements. Most of our collective bargaining agreements allow employees to carry over unused vacation time from year to year, but the number of days eligible to carry over is capped. Any earned but unused time at the end of someone's employment must be paid out pursuant to Massachusetts General Laws chapter 149 s. 148 and the applicable collective bargaining agreement provision.
The question was asked for retirement sick leave but there was a jump in 2019 vs. 2020. Are we confident that the estimated budget will not be exceeded? The response was a large number of employees retired in FY19. Since only public safety has a mandatory retirement age it is difficult to anticipate retirements. Department Heads give HR their projections, but these are subject to change.

Department 610 Library

Terri Stano, Library Director, noted her FY2021 department budget request is $1,538,653.
The question was asked can we project/quantify any savings by eliminating Summer Saturday hours. The reply from our Library Director Terri Stano stated the savings incurred by eliminating Summer Saturday hours will be most greatly realized in the associated salary costs, which are taken from the "Extended Hours" line of the "Current Topics & Titles" program. This line has been reduced to $0 from $23,000 to reflect the closure. There may also be some building/utility related cost savings as a result of the Saturday closures, but we do not have an estimated value of those savings. Any savings realized in FY21 will either be used to cover expenses identified in the FY20 supplemental request #4 or will be returned to free cash at the close of the fiscal year.
The question was asked the telephone has consistently come in at ~$5,200 for the past two years (FY 18 and FY 19). Why do we anticipate an increase to $8,500 in FY 21? The answer is BELD has installed a new Telephone system has stabilized the Library's line item for two years. If the trend continues to remain stable then with confidence the line item can be decreased. In past budgets when the Library fluctuated amounts in utilities and cost went up the library was left with a negative balance in the program. A supplement would have to be requested, which the Library works hard to avoid. This cost has increased in the past, which was the basis for the proposed increase for FY21.
The question was asked with repairs in FY 18 and FY 19 averaging ~$6,500, should we include repairs in this budget? Are we really not anticipating any repair needs in FY 21? Is there a separate account that would be accessible should repairs be required? The revolving fund? The answer is in FY20, the Library's building and maintenance needs were combined with the Town's program so funds related to these items are incorporated into the DPW-Facilities programs.
The question was asked can you please talk though/explain why prescription eyeglasses are in multiple sections of the budget. I realize this is not a huge part of the budget, but curious as to why it's in many sections. The answer is these benefits are based on provisions in the collective bargaining agreements requiring payment for certain benefits.

Department 111 Town Council

Susan Cimino, Clerk of the Council noted the Town Council Budget for FY2021 is $315,483 with a 1% decrease as requested by the Mayor. The Administrative line item increased due to the yearly COLA. Town Council was not requested by the Mayor's office to reduce an additional 3%. The additional 3% was agreed upon by the Committee of Ways & Means members and the new FY2021 budget for Town Council has been reduced to $302,736.

The Advertising line item varies from year to year depending on the amount of Public Hearings Town Council holds which requires Legal Notices in the newspaper. Advertising is required (under Town Charter Section 2-9 C) in a newspaper as a Legal Notice prior to PUBLIC HEARINGS of the full Council. It is unpredictable what will come from the Mayor each year and the Council to be asked to hold a Public Hearing on. This newspaper submission is still important to be transparent and to notify the public. This is just an unknown amount that varies greatly each year. When a Legal Notice is submitted in the newspaper there are requirements if it is a Bonding request then it is required the entire "motion" be submitted. This is also required from the Bonding Counsel. They require to see a copy of this Legal Notice. If other measures exceed 10 columns of print then just the "title" and a summary can be submitted which is considerably less expensive. Unexpended funds will go into Free Cash at the end of the year.

The questions was asked on how the Reserve Fund has been used in the past?

The answer was that Town Council has never had an expenditure from the Reserve Fund. This was a fund put in place back at the time of the change in government for Council use. The only time funds have been "removed" from this line item is when we have been asked to reduce the Town Council budget and this seemed like the likely place to reduce. The past Council/Council President's agreed to this being the fund to reduce when requested.

Unexpended funds will go into Free Cash at the end of the year.

Motion made by Councilor Ryan to TABLE Order 20 038 to the Committee of Ways & Means meeting on May 6, 2020.

Motion: by Councilor Ryan to Table Order 20 038 to May 6, 2020
Second: by Councilor Flaherty
Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- 20 039 Mayor: FY2021 Budget – Community Preservation Committee or take up any action relative thereto **(Presented by Christine Stickney on <u>May 18</u>)**

  This item will be discussed at the Budget meeting on May 18, 2020.
  Motion made by Councilor Ryan to TABLE Order 20 039 to the Committee of Ways & Means meeting on May 18, 2020.

  Motion: by Councilor Ryan to Table Order 20 038 to May 18, 2020
  Second: by Councilor Flaherty
  Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- 20 040 Mayor: FY2021 Budget - Revolving Accounts or take up any action relative thereto
  (Revolving Accounts will be presented on the date Department Head presents Budget)

5/5	Library®	(R3, R4)
5/6	Golf®	(R8)
5/7	Department of Public Works® - Recycling	(R5, R6)
5/18	Dept. of Elder Affairs®	(R1)
5/18	Municipal Licenses & Inspections®	(R2)
5/19	Education®	(R7)

  Revolving Accounts R3 and R4 for the Library were voted on this evening (May 5, 2020) and referred to the full Council for favorable recommendation.

  Motion read by Councilor Ryan for favorable recommendation to the full Council Order 20 040 R3:

  R3. That the Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws chapter 44, section 53e ½ that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2020, for the purchase of library books, audiovisual materials and other library materials. The Library Trustees revolving fund is to be credited with all fines and fees collected during fiscal year 2021 for lost or overdue library materials. The library trustees may spend up to $45,000 in revolving fund monies during fiscal year 2021.

  Motion: by Councilor Ryan for favorable recommendation to the full Council Order 20 040 R3
  Second: by Councilor Connors
  Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- 20 040 Mayor: FY2021 Budget - Revolving Accounts or take up any action relative thereto (continued)

Motion read by Councilor Ryan for favorable recommendation to the full Council Order 20 040 R4:

R4. That the Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws chapter 44, section 53e ½ that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2020, for the costs associated with the support and promotion of special programs, including salaries related thereto. The Library Trustees revolving fund is to be credited with all revenue from the rental of meeting rooms collected during fiscal year 2021. The Library Trustees may spend up to $5,000 in revolving fund monies during fiscal year 2021.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 20 040 R4
Second: by Councilor Flaherty
Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

Motion made by Councilor Ryan to TABLE Order 20 040 to the Committee of Ways & Means meeting on May 6, 2020.

Motion: by Councilor Ryan to Table Order 20 040 to May 6, 2020
Second: by Councilor Flaherty
Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

New Business

- **None**

It was unanimously voted to adjourn the meeting at 7:47p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 20 038 Mayor: FY2021 Operating Budget or take up any action relative thereto
- 20 039 Mayor: FY2021 Budget – Community Preservation Committee or take up any action relative thereto
- 20 040 Mayor: FY2021 Budget - Revolving Accounts or take up any action relative thereto

Town of Braintree

2020 Fall Election
Consolidation of Polling Locations

James M. Casey
Town Clerk
June 21, 2020

Town of Braintree
2020 Fall Election – Consolidation of Polling Locations

The novel Corona virus COVID-19 is a rapidly evolving situation.
The plan below reflects the information available on June 21, 2020, the date The Plan was written.

I. INTRODUCTION

A. PURPOSE

The primary purpose of the Town of Braintree Election Polling Consolidation Plan (The Plan) is to develop and build a framework for election operational policies in the time of a declared State of Emergency that align with recently passed legislation expanding voter access and addresses safety for Elections.

B. SCOPE

The Plan establishes:

- Identifying the current state of emergency due to COVID-19
- Incorporating directives of the *Court Order – Civil Action #2020-307 and Chapter 45 Act of 2020* signed by the Massachusetts Legislature and Governor
- Legislative changes impacting 2020 Fall Elections
- Identifying essential functions of an election
- Practices to limit the risk of exposure to election workers and voters
- Measures to curtail the further spread of the virus

II. BACKGROUND

On March 10, 2020, Governor Charlie Baker declared a state of emergency in response to the COVID-19 outbreak, a highly contagious, sometimes fatal respiratory illness. To curtail the further spread of the virus Governor Baker subsequently issued a multitude of Orders and Advisories which restricts social gatherings and the operations of businesses deemed "Non-Essential".

On March 23, 2020 an emergency act of the legislature known as *Chapter 45 of the Acts of 2020* was signed into law granting municipalities authority to postpone 2020 municipal elections in the Commonwealth, reduce hours of the Annual Town Election, reduce staff, and increase voting options in response to the Declaration of Emergency due to COVID-19. This Act defined the parameters under which municipalities can make changes to their normal operations of local elections while working within the guidelines of Massachusetts General Laws relating to elections. Many municipalities with elections scheduled in March and April had postponed their elections opting to hold these planned elections during May and June.

During the Month of May leadership in both the Massachusetts Senate and House established conference committees to review impacts of the COVID-19 pandemic on the 2020 Fall Elections and heard testimony from various agency and groups legislatively responsible for election administration; Secretary of State – Election Division, City and Town Clerk's Associations and major political party.

In June, both the Senate and House passed their legislative versions to expand voter access, address safety issues for both voters and election workers and provided tools to assist city and town clerks in administering the 2020 Fall Elections.

Both legislative versions are now being reconciled and later adopted by both chambers to enact this legislation.

OPERATIONS

A. OBJECTIVES

Voting is a fundamental right in Massachusetts. The objective of The Plan is to summarize the legislative changes impacting the 2020 Fall Elections and the administrative impacts for election officials charged with their implementation. Additionally, The Plan presents two alternative proposals, to the current structure,

for the consolidation of polling locations that provide options for a fair, open and safer Election Day.

B. PLAN EXECUTION

This Plan will take effect by a majority vote of acceptance of one of the two proposed consolidation plans or acceptance to continue with the current structure, with or without modifications adopted by the Braintree Town Council. The Chief Election Officer/Town Clerk of the Town of Braintree will be responsible for its execution.

III. RECOMMENDATIONS

Consolidation of polling locations has been adopted by new election legislation to make in-person voting more efficient and allowing for a more efficient process and fewer poll workers. Given the uncertainties of future restrictions associated with the current COVID-19 health emergency coupled with a continuation of concerns among voters and election staff regarding social distancing and personal protection equipment (PPE) during the voting process and to minimize the need to disinfect multiple polling locations it is recommended that, for the 2020 Fall Elections, the current individual precinct polling locations be replaced by either a Central Voter Center (CVC); located at Braintree High School gymnasium and gymnasium foyer areas or, District Voting Centers (DVC) of two voting districts (4 polling locations) in three separate school buildings; Braintree High School (Districts 1 and 2), East Middle School (Districts 3 and 4) and South Middle School (Districts 5 and 6) be adopted over the current structure.

Upon determination of the fall election polling location selection the following voters will be required ahead of the September 1, 2020 State Primary Election

- Designation of Early Voting Site – dates and hours
- Designation of Early Voting Central Tabulation Facility
- Call of the State Primary Election – September 1, 2020

IV. PLAN OVERVIEW

Impacts of pending election legislation over the current structure are summarized below:

A. LEGISLATIVE CHANGES

- ***Implements an early vote-by-mail system:*** An application to receive an early voting ballot will be mailed to all registered voters by the Secretary of State for the September 1, 2020 State Primary Election by July 15, 2020. The Secretary of State will then mail another application for the general election in the voter booklet sent out in advance of the November 3, 2020 State General Election. Both applications and ballots will be postage paid. Returned applications will be returned to the voters Town Clerk's Office via U. S. Mail, secured drop box or in-person.

- ***Creates early voting for the primary and expands early voting periods:*** For the first time in Massachusetts early voting will be available for the state primary, to take place beginning Saturday August 22, 2020 through Friday August 28, 2020. Early voting for the general election would take place beginning Tuesday, October 17, 2020 to Friday October 30, 2020. Early voting hours would vary according to the size of the municipality in order to give voters ample opportunity to participate while not overburdening small towns' election departments. Voters may return their early voting ballot in the mail, in a secure drop box, or in person.

- ***Tasks the Secretary of State with creating an online portal:*** Requires Secretary Galvin's office to create an online portal by October 1, 2020 to make it as easy as possible for people to apply for general election early voting electronically.

- ***Expands absentee voting:*** Provides for absentee voting by any person taking precautions related to COVID-19. Voters may also return absentee ballots via a secure drop box.

- ***Provides tools to assist clerks:*** Acknowledges the increased burden these options may place on municipalities and clerks; legislation provides for several accommodations to make the logistics of processing voters easier. The legislation allows for tabulating ballots prior to Election Day, and it offers pre-addressed envelopes to voters, so their applications go directly to their clerk's office.

- ***Makes in-person voting more efficient:*** Allows municipalities to consolidate polling places and eliminate the check-out table at these locations, allowing for a more efficient process and fewer poll workers. It also expands who is eligible to serve as a poll worker, knowing that many current poll workers are seniors who may feel less comfortable working in public during COVID-19.

B. ELECTION ADMINISTRATIVE IMPACTS

Each of the noted legislative changes have various degree of impact upon election officials charged with the administration of these changes.

- ***Implements an early vote-by-mail system:*** In three previous elections, November 2016 – State General Election, November 2018 – State General Election and, March 2020 – State Presidential Primary Election, early vote-by-mail was an available option for voters mandated by legislation;. Vote-by-mail is basically "absentee voting" without the qualifications required with voting by absentee ballot. A significant difference between the two is for the voter...absentee voters have the option of changing their votes cast on their ballot by simply arriving at their Election Day polling location before the precinct warden has process their absentee ballot. While, an early vote-by-mail voters ballot is consider "cast" once it is turned over to election officials. New to the early vote-by-mail system is the legislative mandate for usage during a primary election and the general mailings for each fall election. ***Administratively, it adds additional processes to pre and post-Election Day responsibilities and the number of ballot requests will increase significantly***.

- ***Creates early voting for the primary and expands early voting periods:*** Cahill Auditorium will be converted into the town's early voting site beginning Friday, August 21st through Wednesday, September 2nd and will become unavailable for other governmental use, the farmers market (August 22nd) or any other public use. The FY2021 budget did not include funding for early voting for the September 1st Election; though some Sate reimbursement for staffing will become available. The requirement making available a secure drop box to deposit ballots will need to be absorbed within the FY20201 budget. ***Administratively, staff is familiar with the overall execution of early voting procedures and will be in a position to execute all policies. However, staff will be restricted from taking earned vacation time beginning August 10th through September 11th and from October 13th to November 15th due to expanded pre and post-election procedures.***

- ***Tasks the Secretary of State with creating an online portal:*** The online portal is a benefit for voters while increasing the administrative burden on local election officials due to an expected significant increase in voting-by-mail ballot requests. ***Administratively, it adds additional processes to pre and post-Election Day responsibilities***.

- ***Expands absentee voting:*** Prior to this legislative change, to be eligible to vote by absentee ballot a voter must be prevented from voting at their polling locations on Election Day due to 1) Absence from the voter's city or town on Election Day; 2) Physical disability; or 3) Religious belief. During the March 3, 2020 election, the proposed legislative change allowing a voter taking precautions related to COVID-19 to obtain absentee ballots was informally in place. ***Administratively, the procedures for processing absentee ballots have not changed other than a need to purchase a secure drop box as a depository for returning early voting and absentee ballots. It is expected that the number of ballot requests will increase significantly adding additional demand on office staff.***

- ***Provides tools to assist clerks:*** The City and Town Clerk's Association has been advocating for changing the procedures of processing early voting ballots soon after the November 2016 General Election. ***Administratively, this one change could eliminate the need of a Central Voting Tabulating Facility and associated costs.***

- ***Makes in-person voting more efficient:*** With the introduction of early vote-by-mail, expansion of allowable acceptable use of absentee ballot voting, and increased days and hours of early voting, "in-person" voting is expected to play a lesser role on Election Day. ***Administratively, the consolidation of polling locations and elimination of the check-out table assists municipalities to be more efficient with less workers while, at the same time, effectively manage the mandates of social distancing across individual voting precincts due to the decrease in the number of physical buildings.***

Individual Polling Locations

PROCESS

BACKGROUND

Up until October 9, 2019 voters cast their ballots at a polling location that was within or directly adjacent to their voting districts. At that time a total of twelve (12) polling locations were activated each election.

DISTRICT	LOCATION
1A*	Marge Crispin Center, 74 Pond Street (rear)
1B	Mary E. Flaherty School, 99 Lakeside Drive
2A	Eugene Hollis School, 482 Washington Street (rear)
2B**	St. Thomas More Church Paris Hall, 7 Hawthorn Road
3A	Donald E. Ross School, 20 Hayward Street
3B	Braintree Yacht Club, 9 Gordon Road
4A	Department of Elder Affairs, 71 Cleveland Avenue
4B	Archie T. Morrison School, 268 Liberty Street
5A	Braintree Town Hall, 1 JFK Memorial Drive
5B	Liberty Elementary School, 49 Proctor Road
6A	South Middle School, 232 Peach Street
6B	Highlands Elementary School, 144 Wildwood Avenue

*Council Order # 19 040 authorized the permanent relocation of District 1A polling location to Braintree Town Hall, one JFK Memorial Drive.

**Council Order # 20 017 authorized the temporary relocation of District 2B polling location to the Hollis School 482 Washington Street. Discussion and a vote to make this change permanent or to return to the St. Thomas More Church will be required if either Proposal # 2 or Proposal #3 is not adopted by the Council.

With the introduction of new election technology, increased legislative mandates, a diminished interest in becoming and election worker and, most recently, concerns among many seniors feeling less comfortable working as a poll worker and given a COVID-19 designation of being in a high risk group, municipalities are having difficulty filling Election Day positions. Individual polling locations hampers an administrator's ability to shift workers from one precinct to another on the day of the election and adds to voter frustration on Election Day.

Prior to the adoption of recent election legislative changes precipitated by the COVID-19 pandemic, a typical election consisted of 109 staff positions working over 16 hours (6:00am – 10:00pm). There are 98 direct staff positions which include District/Precinct Wardens (14), Precinct Clerks (12), Check-In/Out Inspectors (48), Tally Clerks (24) and indirect staff positions of 11 police officers over two work shifts. Staffing levels are exclusive of Town Clerk Office Staff (5) and members of the Board of Registrars (3).

Although the recent election legislative provides the municipality the option of eliminating the Check-Out position (24), between 6 and 12 of these positions will be retained to help in sanitizing voting booths and pens throughout Election Day.

CENTRAL VOTING CENTER

BRAINTREE HIGH SCHOOL

PROCESS

Gymnasium Foyer

The main entry point to central voting center will be made via the right side double doors of the main parking lot gymnasium entrance. The foyer will have three clear administration roles to assist voters; voting process; pre-screening voter check-in and help center.

- **Voting Process**

  Through the usage of a barrier, flow of voters will be controlled to direct voters to the check-in area. Along the pathway to the check-in area markings will be placed on floor to create a safe "social distancing" zone to the voter pre-screening area.

- **Pre-screening Voter Check-In**

  Voters will identify themselves to the check-in clerk who will then enter voter name in an electronic voting tablet (EVT).

  - EVT's are connected to each other via a secured wireless transmitter to a host database allowing the voter to be processed at any one of the voting check-in stations voter regardless of voters polling location. Usage of EVT's was recently granted under the new election legislation and has been an election tool city and town clerks have been asking for several years to manage the check-in/out processes.

  - Once voter is identified the check-in clerk will printout a label that contains the voter name, address, voting precinct and a bar scanning code of voter.
    - Based on voter polling location a label will be affixed to a colored index card which is preprinted with instructions to the ballot area as well as a reminder regarding policy on social distancing.

- Voter's will then be directed to the hallway located to the left of gymnasium entrance doors and asked to proceed to the end of the hallway.
  - Along the pathway of the hallway area markings will be placed on floor to create a safe "social distancing" zone and to one of the three (3) colored coded ballot stations.
    - Red card for Districts 1 and 2
    - White card for Districts 3 and 4
    - Blue card for Districts 5 and 6

- **Help Center**

The help center will be staffed by two members of the Town Clerk's staff as well as members of the Board of Registrars.

- Two additional members of the Town Clerk's staff will be stationed in the Town Clerk's Office at Town Hall to assist the help center via the State's Voter Registration Information System (VRIS)

- Help center will assist voters in the following areas:
  - Inactive Voters
  - Determining voter registration
  - Provisional ballots
  - Processing of absentee and early voting ballots
  - Voter requiring assistance
  - Voter question

- **Health Assessment**
  - As a voter enters the foyer area of each DVC and election staff member or town health agent will be stationed at the entrance of the gymnasium to observe if a face mask is being worn. Voters with a mask will continue into the gymnasium and follow the "social distant" markers on the floor to the voting area.

  - Voters not wearing a face mask will be offered one and asked to place it on before continuing into the building. Those refusing to place a face mask on will be asked to step-aside and the District Election Coordinator will be notified. Under current Election Laws a voter cannot be denied their right to cast a ballot. The District Election Coordinator will follow approved procedures as they unfold in the weeks ahead.

Gymnasium

Serves as the defined voter area, "inside the guardrail", and will be setup into three (3) defined sections; Ballot Stations, Voting area and Check-out Stations.

- **Ballot Stations**
  - As voter reach the doorway at the end of the hallway the will enter the gymnasium and observe three (3) color coded ballot stations. The voter will match the colored index card to the matching colored ballot station banner.
    - Red card/station for Districts 1 and 2
    - White card/station for Districts 3 and 4
    - Blue card/station for Districts 5 and 6

  - Along the pathway to each ballot station markings will be placed on floor to create a safe "social distancing" zone.

  - Each of the three ballot stations will be broken down into their four (4) respective voting districts. Here the voter will match the precinct noted on their card to the matching ballot desk.
    - Red card/station for Districts 1A, 1B, 2A and 2B
    - White card/station for Districts 3A, 3B, 4A and 4B
    - Blue card/station for Districts 5A, 5B, 6A and 6B

  - The voter will present their colored index card to the check-in ballot clerk who will then follow approved check-in procedures

  - The check-in clerk will issue the voter a ballot, a black marking pen and retain the colored index card.

  - The voter will be directed to their district voter area and informed to proceed to the check-out area when they complete their ballot and be instructed to take their ballot and marking pen with them.

    - Signage will be placed on the side wall of each voting booth displaying the same instructions.

- **Voting Area**

Each CVC ballot station will have a total of twelve (12) 4-station voting booths, 48 voting stations with eight being ADA compliant, and two (2) AutoMark Terminals. Each individual voting precinct will be set-up with three voting booths, 12 voting station with two being ADA compliant. Voting booths will be placed far enough apart to provide for a safe social distancing area and will be separated by barriers to keep voters in their proper district polling location lanes.

The AutoMark Voter Assist Terminal is available to all voters. It assists the voter in marking (filling-in the oval of the voters' choices) on the ballot. Voter assisted terminals will be located in a location providing voter privacy within the guiderail and placed on top of a ADA compliant.

  - After the voter has completed their ballot they will proceed to the check-out area. Signage will be placed in each voting booth informing voters their next steps to complete the voting process.

    - The voting area will be policed by an election worker to disinfect the ballot marking stations and remove any pens that were left behind.

- **Check-Out Station**

  Each of the twelve (12) individual districts will have their own voter check-out station to complete the voting process. Each station will be staffed with a precinct record clerk and a warden. Here, the voter will deposit their marking pen into a box to be disinfected and returned to the check-in area. The voter will proceed to their precinct voting tabulator to cast their ballot.

Parking

The main school parking lot provides adequate parking for all voters.

Three separate handicap parking (HP) areas totaling 18 defined HP parking spaces are located near the main entrance of the school. Two HP VAN parking spaces are located on the school side of the oval driveway, eleven HP parking spaces are located on the parking lot side of the oval drive way and five HP parking spaces are located on the access road by the main entrance of the school. Additional HP parking spaces will be added along the oval driveway nearest the school building.

Police officers will be assigned to direct traffic entering school property from Town Street and via the Access Road. Vehicles displaying the ADA placard will be allowed entry into the oval driveway to use HP parking space while vehicles without a ADA placard will be directed to the main school parking lot.

DISTRICT VOTING CENTER

PROCESS

An alternative to the "Central Voting Center" (CVC) would be to establish three "District Voting Center's" (DVC) by combining the 12 voting precincts into three district groups. These groups will be established as follows: Group #1: Districts 1A, 1B, 2A and 2B; located at Braintree High School, Group #2: Districts 3A, 3B, 4A and 4B; located at East Middle School and Group #3: Districts 5A, 5B, 6A and 6B; located at South Middle School. These three sites were selected due to their ability to accommodate multiple voting precincts as well as having sufficient parking with a primary parking area, with handicap accessibility spaces, at the main entrance of the building and a secondary parking area nearby.

VOTER PROCESS

General Parking

With the exception of stationing two police officers in the parking lot area, the high school parking plan would be identical to the plan described in the "CVC" scenario.

For East Middle School, the primary parking area is directly in front of the old gymnasium area. This newly renovated area has sufficient handicap parking spaces with ADA compliant access walkway and an adequate number of general parking spaces voters. Additionally, the lower parking area is a short distance away and can accommodate overflow parking requirements.

For South Middle School, the primary parking area is directly in front of the main entrance to the school inside the circular driveway. The inner circle of the driveway has 14 parking spaces with three designated as handicap spaces. The outer circle of the driveway can accommodate approximately 20 parking spaces. Those spaces closest to the main entrance will be reserved as handicap accessible with signage showing this designation.

Voter Entrance

Braintree High School

The main entry point to the high school will be made via the right side double doors of the gymnasium entrance across from the main parking lot. The left side doors will serve as the exit, ensuring separation of voters as they enter/exit the building.

East Middle School

The main entry point to the East Middle School will be the newly renovated entrance of the old gymnasium. After voting, voters will exit at the door located on the left side wall of the gymnasium, turn left and follow the path to the parking lot.

South Middle School

The main entry point to the South Middle School will be the door to the right of the main entrance. Voters will enter the foyer and then turn right down the hallway to the rear gymnasium door identified as door 113 – Boys Gym. Voters will exit at the gym door identified as door 112 which is closest to the foyer area. Voters will then turn right and exit the door on the right.

Health Assessment

As a voter enters the foyer area of each DVC and election staff member or town health agent will be stationed at the entrance of the gymnasium to observe if a face mask is being worn. Voters with a mask will continue into the gymnasium and follow the "social distant" markers on the floor to the voting area.

Voters not wearing a face mask will be offered one and asked to place it on before continuing into the building. Those refusing to place a face mask on will be asked to step-aside and the District Election Coordinator will be notified. Under current Election Laws a voter cannot be denied their right to cast a ballot. The District Election Coordinator will follow approved procedures as they unfold in the weeks ahead.

Voting Area

The voting area in each individual district polling location is defined as the area beginning at the check-in table and ending at the designated voter exit door. The voting area consists of three specific areas; 1) **Check-In Station**; 2) **Voting Area** and, 3) **Check-Out Station**.

- **Check-In Station**: will have up to two check-in clerks to confirm voter status and record ballot style issued following the check-in procedures for the specific election being held.

- **Voting Area**: the area where the voting marks their ballot

Each DVC ballot station will have a total of twelve (12) 4-station voting booths, 48 voting stations with eight being ADA compliant, and two (2) AutoMark Terminals. Each individual voting precinct will be set-up with three voting booths, 12 voting station with two being ADA compliant. Voting booths will be placed far enough apart to provide for a safe social distancing area and will be separated by barriers to keep voters in their proper district polling location lanes.

The AutoMark Voter Assist Terminal is available to all voters. It assists the voter in marking (filling-in the oval of the voters' choices) on the ballot. Voter assisted terminals will be located in a location providing voter privacy within the guiderail and placed on top of a ADA compliant.

- **Check-Out Station**: will have up a precinct record clerk and a warden. This area will also house the "voting tabulator"; the machine the voter deposits their ballot. Staffing assigned to this station will follow all procedures outlined for each of the respective positions.

Staffing Requirements

POSITION	CURRENT VOTING	CENTRAL VOTING CENTER	DISTRICT VOTING CENTER
Precinct Coordinator	2	2	3
Warden	12	12	12
Precinct Clerk	12	12	12
Check-In Clerk	12	12	12
Sanitizing Clerk	12	6	6
Tally Clerk	24	24	24
Board of Registrars	3	3	3
Town Clerk's Staff*	5	5	5
Police Officers	13 (2 shifts)	5 (2 Shifts)	3 (2 shifts)

*Includes Clerk of the Council

Precinct Coordinator: Assists the Precinct Warden in troubleshooting issues as they arise throughout Election Day. Position requires a person with confidence and ability to identify and solve up to mid-level technical issues as well as an innate skill at problem solving on administrative and election issues. Individual assists town clerk staff providing technical and administrative support beginning at 5:30am to closing of polling locations, typically at 10:00pm.

Warden: Serves as the Chief Election Official for the assigned voting precinct. Position requires a strong familiarity of Election Day procedures and ability to manage all election workers assigned to their voting precinct. It is highly favorable that individual has had experience in each of the positions within a polling location and has strong administrative and communications skills in handling sensitive issues with voters. Required to be flexible and fill-in at every positions within the polling location as needed. Required to arrive at their assigned polling location no later than 6:00am and work a full-day; typically ending at 10:00pm.

Precinct Clerk: Serves as the keeper of records of all facts relating to election activities. Position requires an attentive individual with ability to be concise in the documentation of unusual events within the polling location. Serves as the backup to the warden and is required to fill-in at all positions within the polling location as needed. Required to arrive at their assigned polling location no later than 6:00am and work a full-day; typically ending at 10:00pm.

Check-In Clerk: Generally, the initial contact person with voter at the polling location. Position requires minimal skills but be attentive to detail in the recording proper voter and issuing correct ballot to voter. Clerk assists in the opening and closing procedures and ability to follow election policies. Priority is given to candidates able to work a full-day; arriving at their assigned polling location no later than 6:00am to the end of a typically Election Day at 10:00pm. Half-days positions may become available each election with the morning shift starting at 6:00am to 2:00pm and the evening shift starting at 2:00pm to closing; typically 10:00pm.

Check-Out Clerk: Pending legislation will eliminate this Election Day process. However, due the COVID-19 requirements, all voting booths and marking instruments must be sanitized throughout Election Day. This position will assume these functions. Additionally, this position requires individual to assist in the opening and closing procedures and the ability to follow election policies. Priority is given to candidates able to work a full-day; arriving at their assigned polling location no later than 6:00am to the end of a typically Election Day at 10:00pm. Half-days positions may become available each election with morning shift starting at 6:00am to 2:00pm and the evening shift starting at 2:00pm to closing; typically 10:00pm.

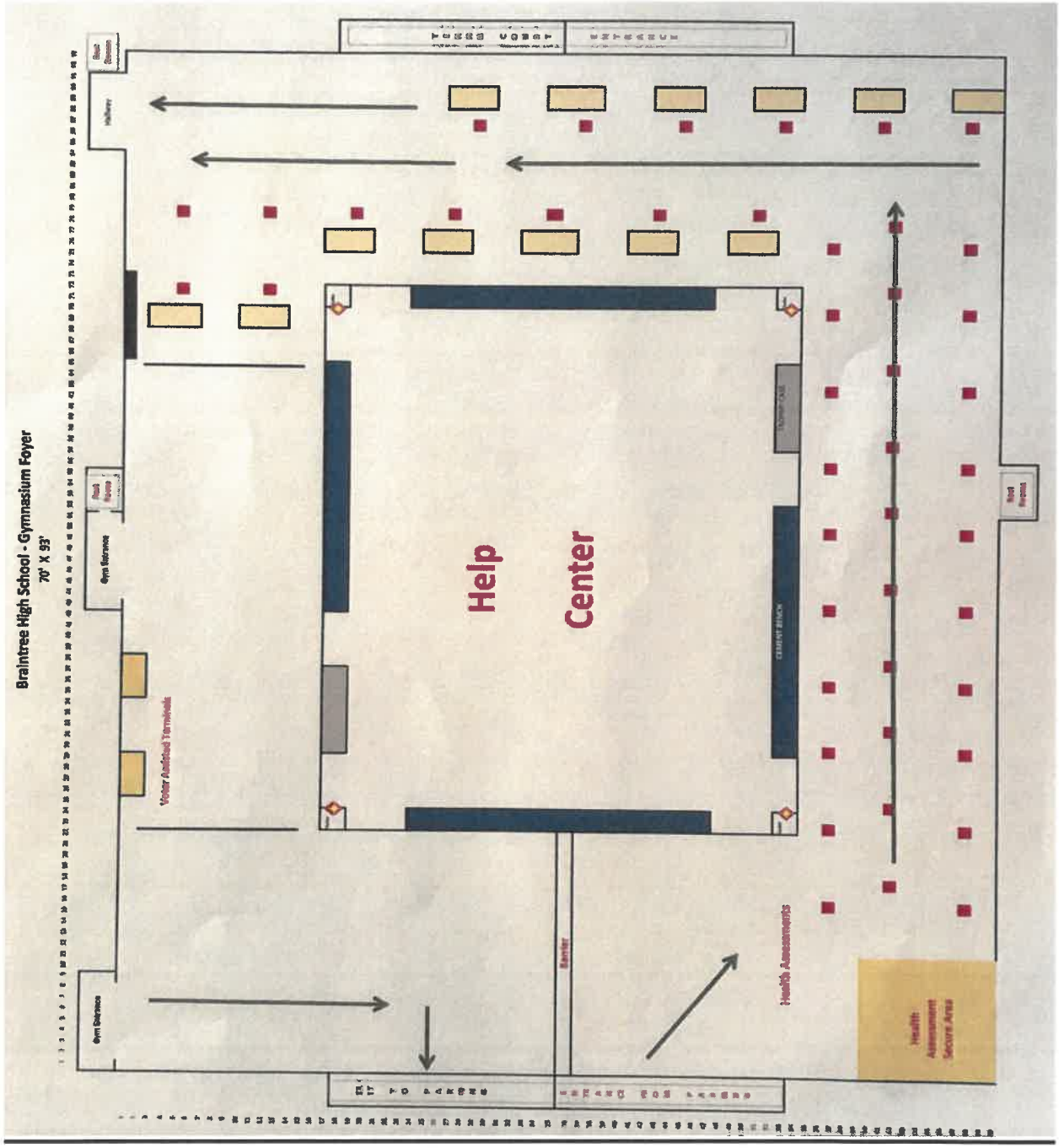
Tally Clerk: At the direction of the Warden, makes preliminary judgements regarding the intent of a voter on "hand count ballots" and "write-in ballots" for the purpose of completing the count. Individual requires and understanding of election procedures concerning the determination of "voter intent" as well as be attentive to detail. Candidate is required to arrive at their assigned polling location at 7:30pm and work through the closing of the polls; typically 10:00pm.

CENTRALIZED VOTING CENTER – VS- INDIVIDUAL POLLING LOCATIONS

ISSUE	CENTRALIZED VOTING CENTER	INDIVIDUAL POLLING LOCATIONS
Posting of Warrant and Ballots (10-days before Election)	Police Officer post in one building (CVC) / three buildings (DVC)	Police Officer post in up to 11 individual buildings
Location Setup (Day before Election)	DPW staff equipment delivery and setup in one (CVC) / three buildings (DVC).	DPW staff equipment delivery and setup in 10 individual buildings.
Opening of Polls	DPW staff with truck and one police officer escort to transport election day ballots, tabulator and election supplies to one location (CVC) / three locations (DVC) at 5:30am, morning of the election.	3 police officers to transport election day ballots, tabulator and election supplies to multiple locations at 5:30am, morning of election.
Support of Police	10 police detail shifts (CVC) / 6 (police detail shifts (DVC) required; 3 officers assigned inside polling location and 2 officers assigned outside to control traffic (CVC only). One of the morning officers to assist in the transportation of election day ballots, tabulator and election supplies on the morning of the election.	21 police detail shifts required, all assigned inside polling location. Three of the morning officers to transport election day ballots, tabulator and election supplies on the morning of the election to multiple polling locations.
Staffing	Pool of workers assigned to one (CVC) / three (DVD) polling locations; staff would be interchangeable across individual precincts based on need.	Each polling location requires six election workers. Inability to interchange staff across individual precincts.
Absentee and Early Voting Ballots	Processed by members of the Board of Registrars (CVC). Precinct wardens remain focused on voter activity at all times. (DVC) members of the Board of Registrars will be required to travel to other locations after completing each DVC processing.	Precinct wardens to process loosing ability to focus on other voter activity while processing ballots
Social Distancing	Increased oversight over voters in adhering to social distancing guidelines	Loss of direct oversight that social distancing guidelines are adhered similarly across locations
Disinfecting Polling Locations	Less costly to disinfect one location (CVC); increased costs with DVC.	Significantly higher costs associated with disinfecting all individual polling locations

Gymnasium Foyer Layout

CENTRAL VOTING CENTER

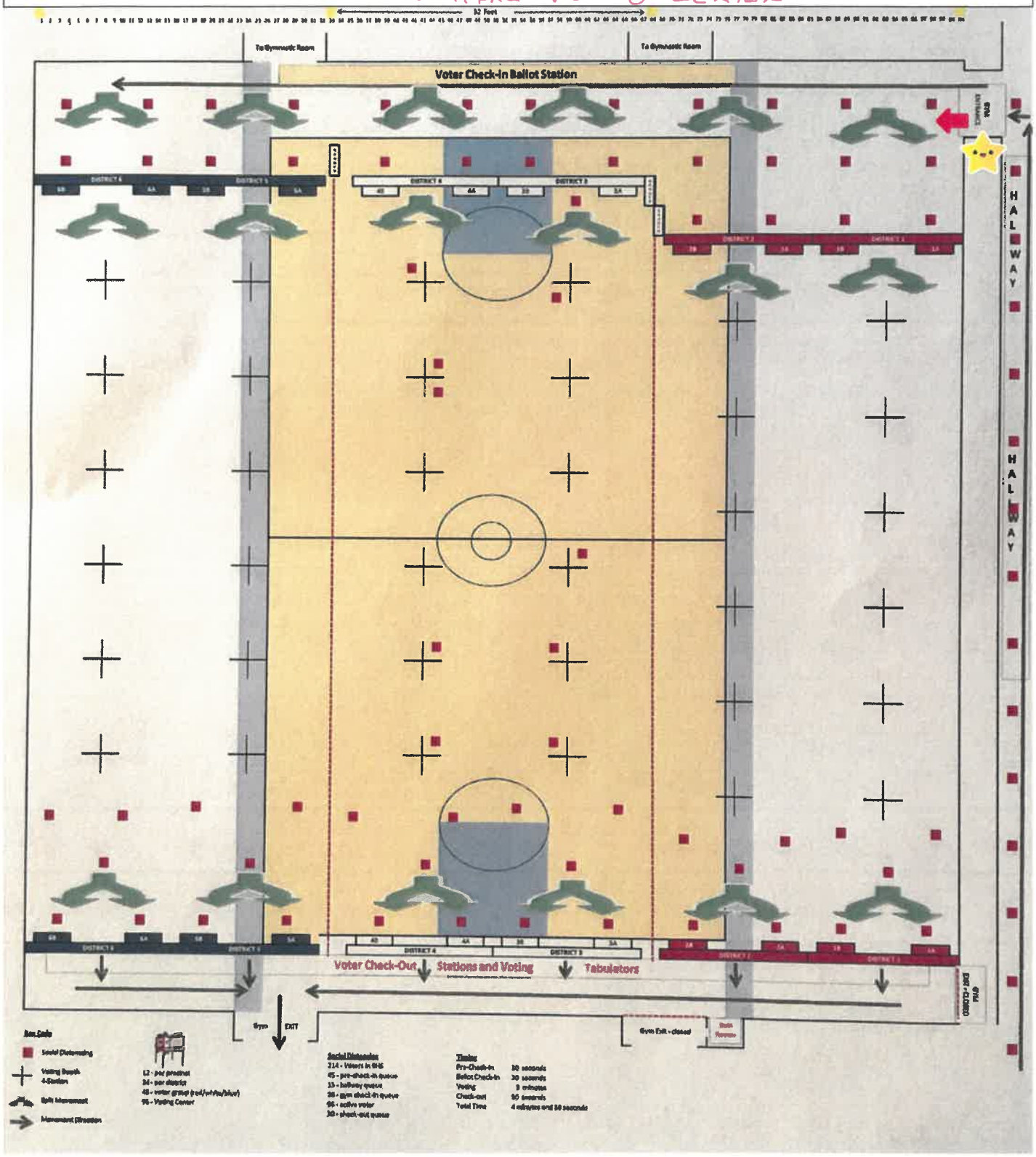


KEY CODE

- Social Distancing Markers (45)
- Pre-Screening Check-In Stations (13)
- Existing Cement Benches (4)
- Existing Cement Trophy Cases (2)

Gymnasium Voting Area

CENTRAL VOTING CENTER

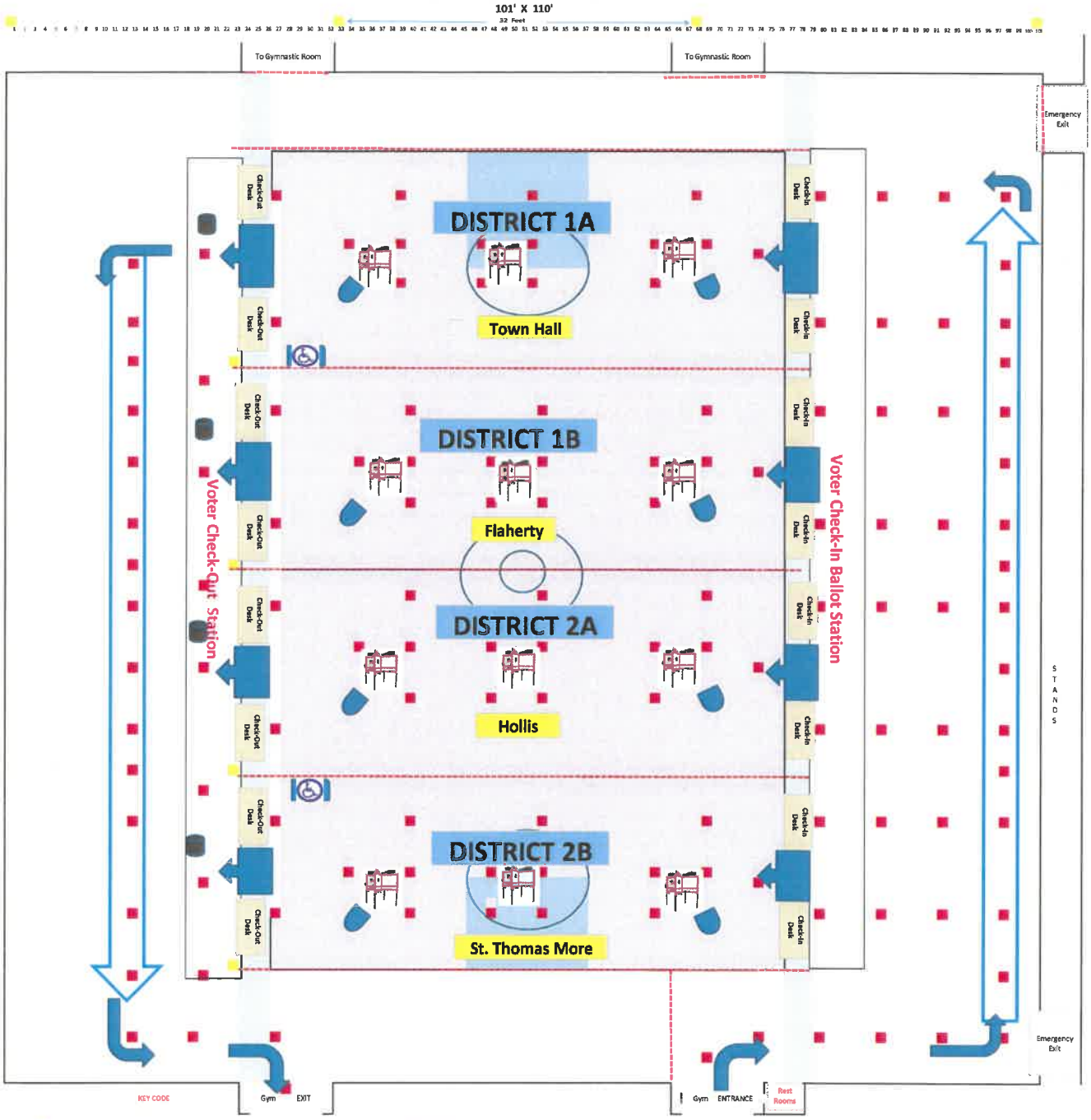


DISTRICT VOTING CENTER

Braintree High School - Gymnasium

101' X 110'

32 Feet



ADA Voting Booth (8)

6-Booth Voting Station (12)

Direction

Voters/Distance Markers (130)

Barrier

Voting Tabulator (4)

ADA/AutoMark Machine

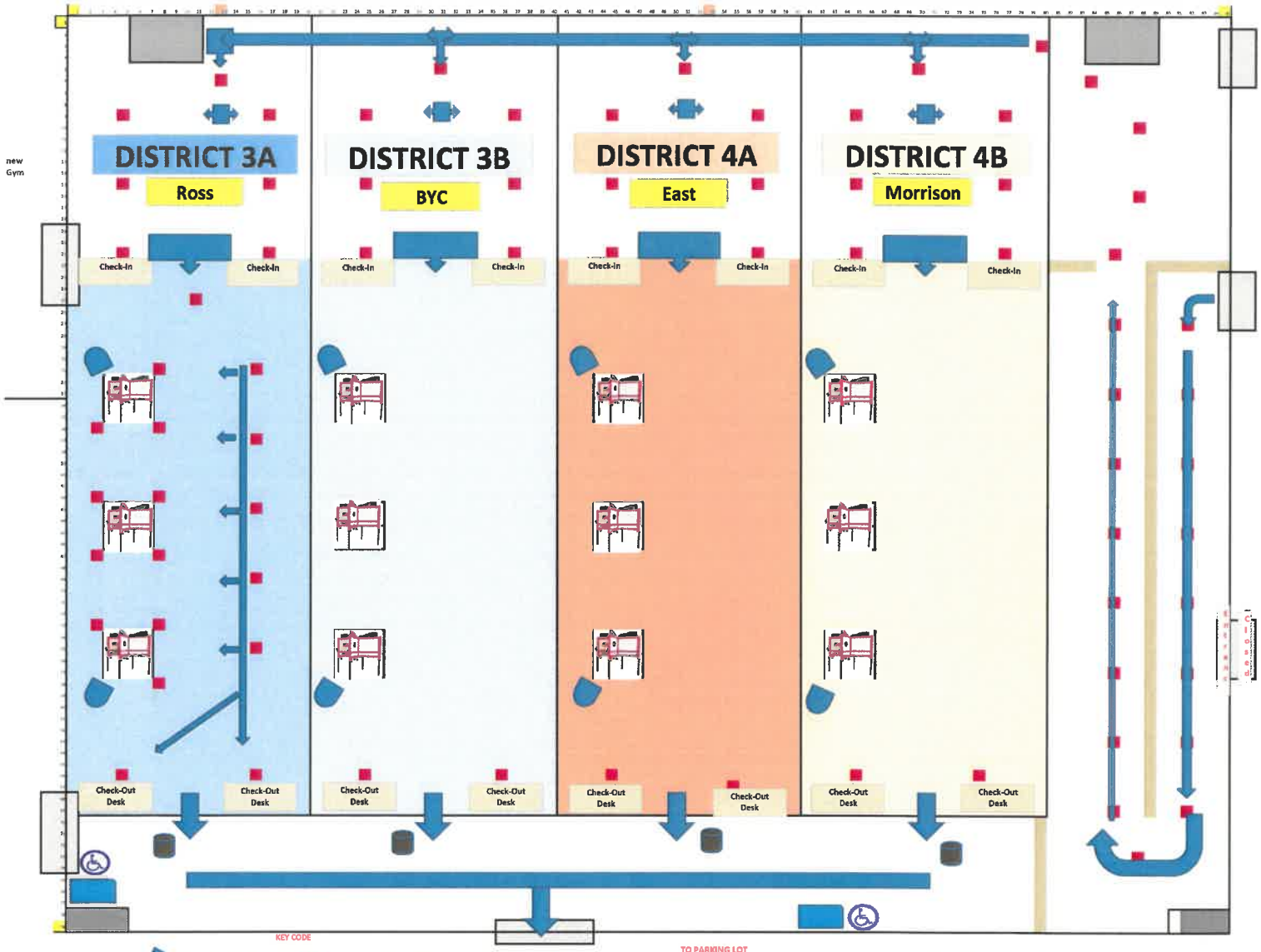
Capacity (176)

1 - Precinct Coordinator
3 2 - Election workers
2 4 - Voting Hours
8 - Tally Clerks (7:30pm to closing)
1 - Police Officer
1 4 2 Maximum Voters in Gym

DISTRICT VOTING CENTER

EAST MIDDLE SCHOOL - FRONT GYM

79' x 95'



KEY CODE

ADA Voting Booth (8)

4-Booth Voting Station (12)

Direction

Voters/Distance Markers (130)

Barrier

Voting Taublator (4)

ADA/AutoMark Machine

TO PARKING LOT

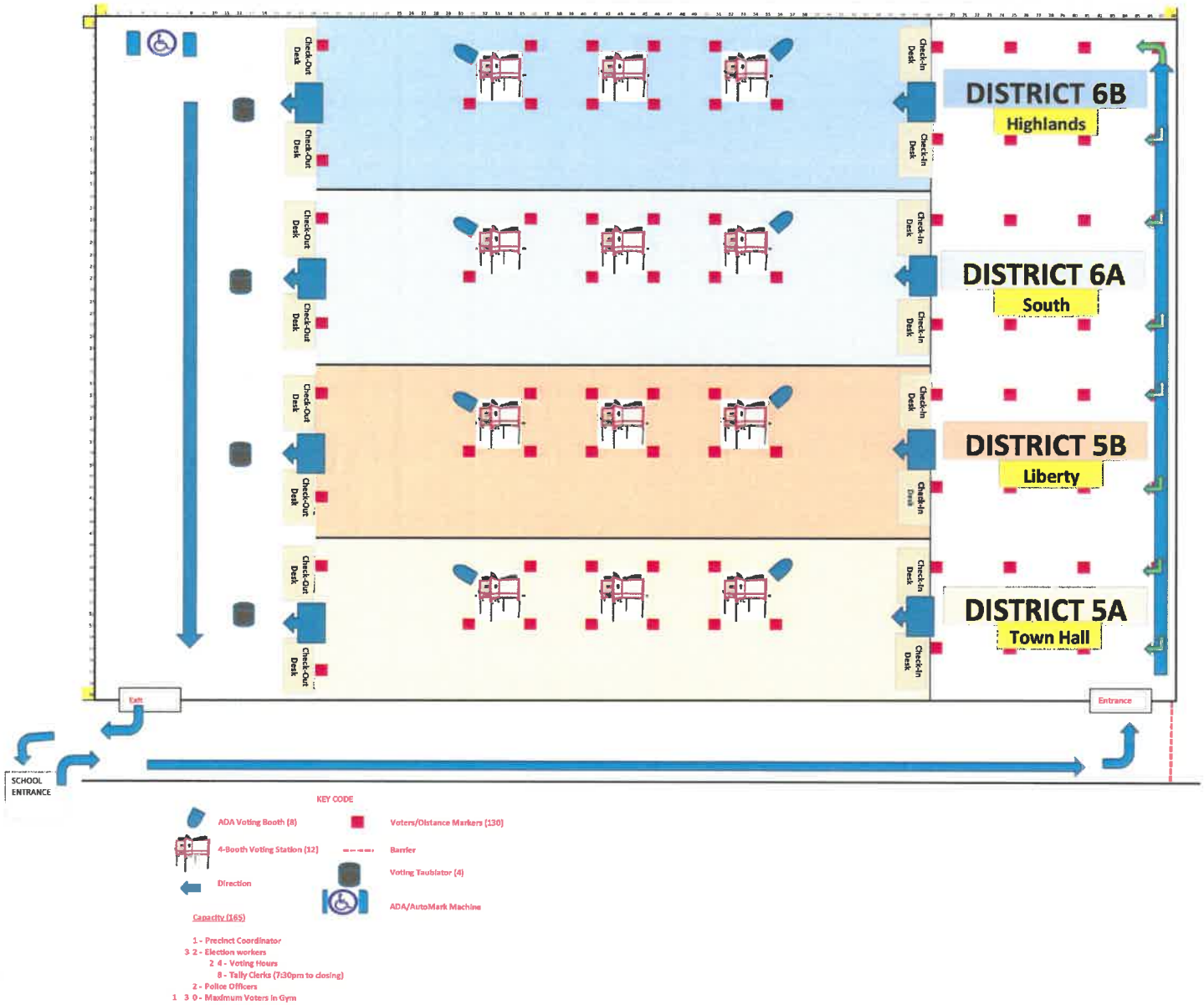
Guardrail Definition

The guardrail is defined as the footprint of a polling location where access is restricted to election workers or voters actively voting. It begins at the check-in desk and ends at the assigned exit door of the voting center.

Capacity (175)

1 - Precinct Coordinator
3 2 - Election workers
2 4 - Voting Hours
8 - Tally Clerks (7:30pm to closing)
2 - Police Officers
1 3 0 - Maximum Voters in Gym

SOUTH MIDDLE SCHOOL - GYM
59' x 83'



DISTRICT VOTING CENTER