

## Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Amended Agenda \*Amended to correct time Thursday May 7, 2020 @ 7:00 PM Zoom Meeting

Please use the link below to join the webinar:

https://us02web.zoom.us/i/89069242900?pwd=dHJiUnhlcVRGMEdJNVZqL3FQMTJXQT09

Or Telephone:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833

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- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
- 4. CITIZEN'S COMMENTS
- 5. Approve the minutes of the April 28, 2020 Board of Selectmen Special Meeting
- 6. Discussion and Possible Action on the Appointment of a Chair for the Long Term Post Recovery Committee
- 7. Discussion and Possible Action on the Job Description and Retitling of First Selectman Clerk
- 8. Discussion of Secretary of State's Proposal for Primary Election, August 11 Gayle Furman, Town Clerk
- 9. CITIZEN'S COMMENTS
- 10. FIRST SELECTMAN'S REPORT
- 11. LIAISON REPORT
- 12. ADJOURN

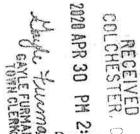


## Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Special Meeting Tuesday, April 28, 2020 @ 4:30 PM Zoom Meeting



Members Present via Zoom: First Selectman Mary Bylone, Taras Rudko, Rosemary Coyle, Denis Turner, Denise Mizla

Others Present via Zoom: Rob Tarlov, Gayle Furman, Dot Mrowka, Brian Smith, Andreas Bisbikos

- 1. CALL TO ORDER: First Selectman (FS) Mary Bylone called the meeting to order at 4:30 p.m.
- 2. PLEDGE OF ALLEGIANCE
- 3. CITIZEN'S COMMENTS: None
- 4. Approve the minutes of the April 21, 2020 Board of Selectmen Special Meeting: T. Rudko moved to amend the minutes. R. Coyle Moved to revise the amendment as follows "T. Rudko moved to provide relief through deferment to the population of Colchester without the form. Furthermore, we provide a reduced rate during that deferment period. The deferment would be applied to all. This motion was made but not seconded by any member of the Board of Selectmen and therefore failed." Seconded by T.

#### Rudko. MOTION CARRIED UNANIMOUSLY

R. Coyle moved to approve the main motion, D. Mizla seconded. **MOTION CARRIED** 

#### **UNANIMOUSLY**

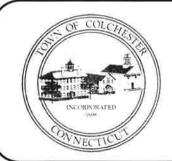
- D. Mizla moved to correct the motion to reflect her comments to provide taxpayers a deferment after filling out an application which will be un-vetted and using the low interest program that doesn't require a form that is offered for the year 2020-2021. Seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY.**
- 5. Discussion and Possible Action regarding Amendment to all 2019 Resident Trooper Contracts: Board Members wanted to better understand the financial repercussions and reason for the changing of the length of contracts not to exceed two years. R. Coyle moved to postpone the discussion and possible action on amendment to all 2019 Resident Trooper Contracts, seconded by D. Turner. MOTION

#### CARRIED UNANIMOUSLY

- 6. Discussion and Possible Action on Town Budget: First Selectman shared a document of reductions to the proposed budget, reflecting a total increase of \$68,044 over the 2019-2020 Approved Budget. Members discussed some of the cuts and possible repercussions. Additional discussion included the sharing of Board members opinions on topics pertaining to the Town. It was noted that these are opinions of the individual and they cannot speak for the Board in general. Also discussed was the timeline of the Governor's Executive Order 7I as it relates to a possible referendum.
- 7. Discussion and Possible Action on Schedule of Future Board of Selectmen Meetings: The members agreed to continue with the weekly Tuesday meetings in addition to regular BOS meetings. Meetings not needed can be cancelled.
- 8. CITIZEN'S COMMENTS: John Malsbenden commented that the Boards of Selectmen and Finance should keep in mind the time required to warn of a Town Meeting as the town moves through the budget process. Dee Bouchard echoed John's comments and noted that the chat option was not available on the Zoom meetings and that an agenda had not been posted for this meeting.
- 9. FIRST SELECTMAN'S REPORT: FS gave the most recent numbers for CT regarding COVID-19. The gas line for the fuel cell project is ahead of schedule.
- 10. LIAISON REPORT: R. Coyle attended the Chatham Health noting that there were 150 cases of COVID-19 in our District and that we are currently in our peak of the virus. The Chatham Health Board has established a re-entry committee to address guidelines as the state reopens.
  First Selectman attended the Police Commission Meeting and said they are working on standardizing purchasing of police vehicles and developing the application process for the Corporal position.
  D. Mizla attended the Board of Education Budget noting the BOE is making plans for students not
- 11. ADJOURN: D. Turner moved to adjourn at 5:34 p.m., seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY**

returning to school this current school year and what they need to do to prepare for September.

Please see the minutes of future meetings for any corrections hereto.



# Town of Colchester Job Description

## First Selectman's Office Department Clerk

#### GENERAL STATEMENT OF DUTIES

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

#### WORK SCHEDULE

Monday-Friday, 12:30 p.m. - 4:30 p.m. (primarily)

#### SUPERVISOR

Works under the direct supervision of the Executive Assistant and the First Selectman

The following is an illustrative and non-exhaustive list of duties:

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with required posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
- Order and maintain all office supplies.
- Be aware of all BID notices (set up folder with pertinent dates and copy of FRP).
- Maintain all Town Hall bulletin boards.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the Executive Assistant or the First Selectman.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Ability to handle confidential matters a must.
- 2) Ability to communicate and work effectively with the public and other employees.
- 3) Ability to maintain accurate records.
- 4) Telephone and organizational skills essential.
- 5) Must have:
  - a) Strong interpersonal skills and ability to work well with the public.
  - b) Excellent written and oral communication skills.
- 6) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

#### **WORK ENVIRONMENT**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

Part-time; non-union; hourly; non-exempt

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.

#### **JOB DESCRIPTION**

Job Title: Department Assistant Department: First Selectman's Office

Classification: Professional, Part-Time, Non-Exempt
Supervises: None
Non-Union/Non-Essential
Reports to: First Selectman
Reviewed: April, 2020

#### **SUMMARY**

Under the supervision of the First Selectman, the Department Assistant is responsible for assisting with the administrative work of the First Selectman's Office, including clerical support for Human Resource Department and the Board of Finance. Assists the Executive Assistant by providing coverage and sharing the responsibilities for a variety of special projects and programs as well as daily scheduled activities.

#### QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School Diploma or equivalent
- A minimum of 2 years' general clerical/receptionist work
- Customer service mindset that facilitates timely responses to inquiries from internal departmental customers, regulatory authorities, brokers and others as needed
- Effectively employ Word, Excel, Outlook, Access, or comparable computer programs
- Excellent communication skills, both written and oral
- Ability to lead projects; setting goals, establishing timelines and providing progress reports on achievements
- Ability to communicate and work effectively with the public and other employees
- Ability to maintain accurate records; experience maintaining filing system
- Telephone and organizational skills essential.
- Ability to successfully navigate in a fast-paced, outcomes-driven and adaptive environment sometimes in the context of difficult interpersonal interactions
- Ability to work independently with minimal supervision

#### PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to move independently throughout the local community
- Ability to sit for extended periods of time
- Ability to perform tasks commonly found in an office environment such as talking on the telephone, reading documentation both in hard copy and on computer, writing, computer data entry, filing, faxing, copying etc.

#### MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to focus on and execute assigned tasks with attention to detail
- Ability to endure reasonably stressful work demands including interruption(s)
- Ability and willingness to learn new things and acquire new skills

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

 Assists with posting and mailing of all outgoing mail, including packages and Certified Mail

Page **1** of **2** 

**BOS Approval Date:** 

#### JOB DESCRIPTION

Job Title: Department Assistant

Supervises: None

Department: First Selectman's Office Reports to: First Selectman

Classification: Professional, Part-Time, Non-Exempt

Non-Union/Non-Essential Reviewed: April, 2020

- 2. Maintains digital, electronic and paper records of employees
- 3. Organize work and establish priorities within work assignment.
- 4. Perform general receptionist duties: answer telephones, direct calls, take messages
- 5. Represented the First Selectman's department on the Health and Safety Committee
- 6. Update bulletin boards in timely fashion
- 7. Assists the Executive Assistant to the First Selectman with room reservations for meetings and others duties handled in the Office of the First Selectman:
  - a. Producing records for Freedom of Information Act requests
  - b. Complete invoices and process for payment
- 8. Provides administrative support to the Director of Human Resources
- 9. Assists with the hiring process; posting of jobs electronically with various websites
- 10. Assists with Worker's Compensation and FMLA processes as directed
- 11. Assists in the maintenance of employee personnel files and records
- 12. Other related duties as assigned

#### **KEY COMPETENCIES**

- 1. Administrative support involving independent decision-making
- 2. Confidentiality of sensitive data and personal information
- 3. Communication proficiency both written and verbal
- 4. Professional telephone answering demeanor essential
- 5. Strong interpersonal skills and ability to work well with the public
- 6. Time Management/Multi-tasking/Prioritization

#### WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

#### **SCHEDULE**

Scheduled hours are flexible based on work and primarily occur between 8:30 am and 4:30 pm. This position serves as the clerk for the Board of Finance and hours related to supporting that board are determined by the BOF Chair and mostly occur in the evening.

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**BOS Approval Date:** 



Friends,

The 2020 election will be one of the most consequential, and the most watched, elections of our lifetimes. National meetings of Secretaries of State went from barely mentioning cybersecurity before the Russian government interfered in the 2016 election, to being exclusively about cybersecurity over the past four years. And over the past few months, we have seen another tectonic shift in election administration as COVID-19 has inspired fear of entering polling places and direct person-to-person contact.

One thing that has always been clear to me as your Secretary of the State is that in Connecticut, the voting always must go on. I have worked with my team, my colleagues across the country, and the local election officials in our towns to come up with a plan that protects the integrity of our elections from cyberattacks, the health of our voters and our poll workers in polling places, and the accessibility of our elections to everyone, despite the fear of a global pandemic.

In Connecticut, no one should be forced to choose between protecting their health and exercising their right to vote, and every valid vote cast should be a voted counted, free from foreign interference in our elections.

This plan will ensure that Connecticut voters will be able to cast their ballots in 2020, their votes will be counted, and they can trust the Connecticut election system.

Thank you,

Denise Merrill

Connecticut Secretary of the State



# Our CHALLENGE

The foundation of democracy in America is our elections. The legitimacy of our electoral system is the bedrock upon which a government of the people, by the people, and for the people is accepted and established. That legitimacy depends on public confidence in our election system.

This year, there are forces both foreign and domestic that are placing unprecedented stress and strain on our electoral system.

Authoritarian regimes opposed to American democracy continue to launch cyberattacks against election systems in the United States. These foreign actors possess the capability to significantly disrupt the 2020 election cycle, thus undermining public confidence in the fairness and accuracy of election results. Disinformation campaigns being run by Russia, China, and Iran that are currently attempting to sow division and discord in the American electorate can also be weaponized to spread false information about the election process itself. We can expect these efforts to intensify, in an attempt to undermine public confidence in the election system and by extension in democracy itself.

In addition to this foreign threat to the integrity of our elections, a once in a century pandemic has created an unprecedented strain on election systems across the country. The ranks of election workers, donned in the gear of first responders, are thinned out due to the crisis. Our ability to conduct a general election in a pandemic is untested, and the public is rightfully concerned. Such fear may cause election officials to abandon their posts, and cause voters to stay home (and under current conditions in Connecticut) be denied their right to vote.

The obstacles in front of us are formidable, and the challenge to our democracy is real.



# Our Answer

In Connecticut, we are already at work to meet this challenge to our democracy. The Office of the Secretary of the State has been working with Connecticut's Congressional delegation to get the resources necessary to secure election systems from cyberattack. We are working with the governor and the legislative leadership to put in place the legal authorities necessary to overcome disruptions to the election calendar.

We have also built an unprecedented partnership with local election officials to carry out an election in the midst of a pandemic. Our answer to the challenge before us is to build these partnerships, marshal our forces, and prepare for every eventuality. Leveraging these investments, we have a plan that ensures Connecticut's elections will be **safe**, **secure**, **and accessible** for all voters.

# Safe, Secure, and Accessible

SAFE

- (1) The Safe Polls Plan Working with public health officials, our office will require all municipalities to submit a plan for the primary and general elections in the 2020 election cycle that includes a list of polling locations, staffing levels for each polling location, an identified list of poll workers and moderators ready to work on election day, list of cleaning and safety products required, and an emergency plan. Municipalities which complete their Safe Polls Plan will be eligible for a Safe Polls Grant from the Office of the Secretary of the State.
- (2) Safe Polls Grant Program Municipalities that submit their Safe Polls Plan will be eligible for a Safe Polls Grant which can be applied to meet the costs incurred to conduct an election in a pandemic environment. These expenses, as vetted by public health officials, include cleaning and safety products and additional personnel if necessary.
- (3) Safe Polls Awareness Our office will lead a public information campaign, with public health officials and state and local election officials, to make voters aware of the Safe Polls program. Any voter who chooses to vote in a polling place, should be able to do so knowing that we have taken every action we could to make that polling place as safe as possible.

Safe Polls Grants will be awarded by the Secretary of the State to participating municipalities. All that is required is a town plan identifying the key safety features of their in-person voting procedures, like the number of polling places, how many poll workers they have available, and the cleaning supplies they anticipate needing.

- (4) Poll Worker Recruitment Program The

  Secretary of the State will launch a campaign to recruit and train poll workers
  for the 2020 general election. The campaign will be based on existing models, will leverage the Governor's efforts to recruit volunteers to respond to the
  COVID crisis, and will direct potential recruits to municipal election officials.
- (5) Cleaning of Polling Locations There are vendors who can provide cleaning services to polling locations statewide after elections are completed. This would restore each polling place after its use in the election for its usual use by means of a deep cleaning.

- (6) Physical Security The Department of Homeland Security is providing equipment to be deployed at five high volume polling places in the state to protect the voting location with the use of physical barriers.
- (7) School Closures To ensure the security of our students and reduce the risk of virus transmission between voters and students and school employees, all schools will be required to be closed on Election Day.





- (1) National Guard Cybersecurity Assessment The Connecticut National Guard, at the direction of the Secretary of the State, will perform a high-level assessment of the cybersecurity posture of each town as it relates to their election infrastructure.
- (2) Town Network Upgrades Our office has identified approximately 20 municipalities that have chronic issues with their connections to the networks necessary for the election process. We are providing upgrades to town network connections to state-hosted election systems to eliminate unreliable access.
- (3) Replacement Workstations The offices of local election officials are chronically underfunded and, as a result, many are using outdated hardware and software that make them vulnerable to cyberattacks. Our office will provide 50% matching grants to municipalities that commit to investing in upgrading outdated workstations.
- (4) Virtual Desktop Infrastructure We have successfully pilot tested a virtual desktop infrastructure which helps secure local elections infrastructure from intrusion. The virtual desktop gives our technicians remote access to local election officials' workstations for the purposes of ongoing security checks and upgrades. We will deploy this system statewide over the course of this election cycle.
- (5) Protecting the Connecticut Voter Registration System Over the course of the past several months, our office has imposed a complex password and a two-factor authentication requirement to gain access to the CVRS. We will continue to require secure passwords in order for local election officials to access the CVRS.
- (6) Upgrade the Connecticut Voter Registration System CVRS is the backbone of the election administration system in the State of Connecticut. As Connecticut was one of the first states in the country to implement a statewide central voter registration system, that system is beginning to show its age and needs a comprehensive upgrade to increase efficiency and reduce potential vulnerabilities. We will conduct the necessary planning for this upgrade so that implementation can begin upon the conclusion of the 2020 election cycle.

- (7) Security Audit of Vendors Connecticut's election system runs on the IT services provided by private vendors such as PCC, LHS, Adkins, and IVS. We will conduct a comprehensive security audit of those firms to ensure that their systems are secure, and they are using best security practices.
- (8) Application Development for Secure Systems We are developing a two-factor authentication system to enhance security for our Election Management System as well. We will also reserve funds to develop applications for the CVRS and the Online Voter Registration System so that we can react to emerging security challenges.
- (9) Online Courses for Certification of Registrars of Voters The University of Connecticut is converting the certification process for Connecticut's registrars of voters from physical to online courses. A course on cybersecurity is also now included in the certification process. This will streamline the certification process, upgrade skills for local election officials, increase the accessibility of the classes, and clearly identify those registrars who need more help to come up to speed.
- (10) Security Awareness Training for Local Election Officials The Security Mentor system will provide cybersecurity awareness training for all registrars of voters, town clerks, and moderators. This will raise the awareness of Connecticut's election officials to cybersecurity threats and remind them of best practices in daily operations.

Foreign powers have launched disinformation campaigns against the United States designed to sow discord and division amongst the American people. US Intelligence officials see the potential for these campaigns to become weaponized and used to spread disinformation about the election process itself.

- (11) Trainer to Conduct Classes We will provide ongoing training classes for local election officials instructing them on best practices in the use of online election systems such as EMS and CVRS.
- (12) Election Support Officers To enhance engagement with local election officials and improve accountability within our office, the Elections Division at the Office of the Secretary of the State has recently been reconfigured into five Election Support Teams (one for each Congressional District). Each Election Sup-

port Team is made up of an Election Attorney, an Election Officer, and a support staffer. In addition, each Election Support Team will have a part time staffer to be designated "Election Support Officer." Formerly known as "Regional Election Monitors," these officers will be hired by and accountable to the Secretary of

the State for the purposes of serving as field support for local election officials. They will also support the post-election audit process in the field.

- (13) Election Information Security Foreign powers have launched disinformation campaigns against the United States designed to sow discord and division amongst the American people. US Intelligence officials see the potential for these campaigns to become weaponized and used to spread disinformation about the election process itself. Our office will hire an Election Information Security Analyst to scan social media and the dark web to identify and counter misinformation about Connecticut's elections process.
- (14) Cybersecurity Policy Advisor The Secretary of the State will, for the 2020 election cycle, be advised on cybersecurity policy by former Communications Director and senior advisor to the Director of National Intelligence, Arthur House. In addition to his knowledge of the US Intelligence Community, Mr. House previously served as Cybersecurity Advisor to the Governor of Connecticut. His responsibilities for our office will include liaising with federal agencies and experts to ascertain current intelligence and best practices, serving as a resource to our IT Director, and writing a review of our cybersecurity work to be released in early October 2020.

# Safe, Secure, and Accessible

# ACCESSIBLE

The people of Connecticut should not have to choose between protecting their health and exercising their right to vote. The current circumstances of this pandemic make that choice a reality for many of our fellow citizens. The Secretary of the State is taking action to ensure that access to voting is a reality for all voters, no matter what the circumstances.

- (1) Expansion of Absentee Ballot access -
- a The Office of the Secretary of the State will provide an absentee ballot application to all eligible voters for the 2020 primary and general elections.
- b-After processing by their town clerks, those who request absentee ballots will be provided with absentee ballots via a mail house contracted by the Office of the Secretary of the State.
- c- Secure drop boxes will be provided to every municipality so that absentee ballots may be deposited by voters.
- d The Secretary of the State will offer a grant program to meet extra costs for processing and personnel which might be required for the town clerks due to increased demand for absentee ballots.
- e Pre-paid postage will be provided so that neither voters nor municipalities have to pay to mail absentee ballots and absentee ballot applications back and forth.
- (2) Public Information Campaign The Office of the Secretary of State will conduct a public information campaign using social media and traditional outreach to convey information about the absentee ballot option for voting during the pandemic. This campaign will encourage voters to fill out their applications for absentee ballots as early as possible, easing the strain on the offices of town clerks across the state.
- (3) Interactive Voting Systems Hardware Maintenance We will pay for the maintenance of voting machines used by localities which allow for accommodation for disabled citizens to cast their votes.
- (4) Videos for Interactive Voting Systems, Online Voter Registration Our office will produce and distribute training videos for those who operate and use the IVS and OLVR systems.

- (5) Backup Voting Machines We have procured 50 backup voting machines which can be used to provide for replacement parts for existing voting machines.
- (6) SEEC We have provided funds to the State Elections Enforcement Commission to upgrade their systems and strengthen their cybersecurity defenses.

No Connecticut voter should ever have to choose between their health and their right to vote. This plan is designed to ensure that Connecticut's elections will be safe, secure, and accessible to every eligible voter who wants to participate. Connecticut's elections must go on, so I urge everyone who can to participate.

-Secretary of the State Denise Merrill



## CERTIFICATION FOR REIMBURSEMENT



## SAFE POLLS PLAN

Town Name:		Number of Polling Places:
primary for each election Municip the Office an election	in the 2 polling day, (4 palities see of the ion in a	of the State requires that all municipalities submit a SAFE POLLS PLAN for the 2020 election cycle that includes: (1) a list of polling locations, (2) staffing levels g location, (3) an identified list of poll workers and moderators ready to work on a list of cleaning and safety products required, and (5) their emergency plan, which complete their Safe Polls Plan will be eligible for a Safe Polls Grant from a Secretary of the State which can be applied to meet the costs incurred to conduct pandemic environment. These expenses include cleaning and safety products and onnel if necessary.
		provide a list of polling locations with address to be used during the a 11, 2020 primary: (attach a separate sheet if necessary)
		provide a summary of the staff levels to be used at each polling location ied above: (attach a separate sheet if necessary)
		provide a list of replacement poll workers that are prepared to work on 11, 2020 together with title: (attach a separate sheet if necessary)
	coordi	provide a list of cleaning and safety supplies that you have identified in nation with your local Department of Public Heath that are necessary for ety of your poll workers: (attach a separate sheet if necessary)
> ]	Please	attached your local Emergency Plan



## **CERTIFICATION FOR REIMBURSEMENT**



## SAFE POLLS PLAN CERTIFICATE OF CERTIFICATION

We hereby certify that the information contained in the Safe Polls Plan submitted on						
this	_day of	_, 20 or	behalf of the Town of			
is true an	d accurate and based up	oon the best in	formation available within the municipality.			
Sign and	Certified:					
Signature	e of Registrar of Voters		Printed Name of Registrar of Voters			
Signature of Registrar of Voters			Printed Name of Registrar of Voters			
Mailing Address: Secretary of the State, ATTN: LEAD, P.O. Box 150470, Hartford, CT 06115-0470						



#### Office of the Secretary of the State 165 Capitol Avenue Hartford, CT 06106

#### **MEMORANDUM OF OPINION**

To: All Town Clerks and Registrars of Voters

From: Office of the Secretary of the State

Date: May 5, 2020

Re: Polling Place Staffing Requirements During a State of Health Emergency

We are writing this opinion to clarify the minimum staffing requirements for the upcoming August 11, 2020 Republican and Democratic Primaries. More specifically, we are clarifying that the minimum staffing requirements in existence for the Presidential Preference Primary will remain in effect for the combined August 11, 2020 combined State, Federal and Presidential Preference Primaries at a time when the Governor has declared a public health and civil preparedness emergency throughout the State of Connecticut.

This opinion is limited to absentee ballots issued for the August 11, 2020 Republican and Democratic Primaries and is issued pursuant to Connecticut General Statutes §9-3 which states, "(a)The Secretary of the State, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary's regulations, declaratory rulings, instructions and opinions, if in written form, and any order issued under subsection (b) of this section, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under this title, except for chapters 155 to 158, inclusive, and shall be executed, carried out or implemented, as the case may be, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. Any such written instruction or opinion shall be labeled as an instruction or opinion issued pursuant to this section, as applicable, and any such instruction or opinion shall cite any authority that is discussed in such instruction or opinion...."

In the State of Connecticut, the number of poll workers required for a Presidential Preference Primary is detailed in Connecticut General Statutes §9-476 as follows:

The primary officials of each party for each polling place shall be as specified in section 9-436, except that (1) the appointment of assistant registrars of voters and absentee ballot counters shall be permitted but not required, (2) the minimum number of official checkers shall be one, (3) the minimum number of voting tabulator tenders shall be one for each two voting tabulators in use, (4) if two parties are holding primaries and the registrars of voters of such parties so agree, such registrars of voters may jointly appoint (A) one moderator of both primaries and (B) one enrolled member of either party to serve as head moderator of both primaries, (5) notwithstanding any reduction in the number of primary officials as permitted by this section, any duty required of primary officials by the general statutes may be performed by one or more primary officials, at the direction of the registrar of voters of the party of such officials, and (6) the registrar of voters shall have the sole power to appoint such officials.

For a primary that is not a Presidential Preference Primary, Connecticut General Statutes §9-436 provides for an alternate number of poll workers as follows:

(c) The registrar shall appoint from among the enrolled party members in the state, to serve in each polling place, the primary polling place officials, who shall consist of one moderator, at least one, but not more than two official checkers, not more than two challengers if the registrar deems it necessary, and at least one and not more than two ballot clerks and at least one but not more than two voting tabulator tenders for each tabulator in use at such primary and, in towns with two or more voting districts at least one and not more than two assistant registrars...

We are aware that the Governor has issued Executive Order No. 7BB which moved the date of the Presidential Preference Primary from June 2, 2020 to August 11, 2020.

**Further Postponement of Presidential Preference Primary to August 11.** To protect the health and safety of voters, poll workers, and the most vulnerable members of our population, I hereby further modify Section 9-464 of the Connecticut General Statutes to provide that on August 11, 2020, each party shall conduct a primary in each town if the names of two or more candidates for President of the United States remain on such party's ballot in accordance with the provisions of chapter 154 of the General Statutes.

It is a well settled principle of statutory construction that a specific statutory provision should override a more general provision. Given the action by the Governor pursuant to Executive Order No. 7BB, municipalities will hold both a Presidential Preference Primary and, in some municipalities, a state or federal primary on the same day. By providing that both primaries be held on the same day, Executive Order No. 7BB has created a conflict between the two statutes discussed above. Following the well settled principles of statutory construction, it is the opinion of this office that the number of poll workers to be used at any primary to be held on August 11, 2020 shall be controlled by Connecticut General Statutes §9-476.

This opinion is also consistent with Centers for Disease Control and Prevention and Connecticut Department of Public Heath guidelines regarding the prevention of the spread of COVID-19 within our communities which indicate that we should limit the number of people who appear and work at each polling location and to practice other social distancing practices. https://www.cdc.gov/coronavirus/2019-nCoV/summary.html

Given the risk to public health, the advice of medical experts, the Governor's Executive Order No. 7BB, and our ability to interpret and apply Title 9 of the General Statutes to the administration of elections and primaries in the State of Connecticut, it is our opinion that Connecticut General Statutes §9-476 control the number of poll workers to be used for the August 11, 2020 primary.

#### CERTIFICATION FOR REIMBURSEMENT



## **Instructions**

As you are all aware, the Secretary of the State will provide a reimbursement to each town for the additional costs incurred for polling place safety supplies and for any additional poll workers that are hired to conduct the August 11, 2020 primary. Such reimbursement shall not exceed three thousand dollars (\$3000) per town. This reimbursement opportunity will only be available for purchases and expenditures made through August 11, 2020.

In order to obtain this reimbursement the following steps must be followed. Failure to follow these steps may result in a delay or a rejection of reimbursement.

- 1. The Chief Executive Officer and both Registrars of Voters must complete this certification. All relevant information must be provided as well as a receipt for the product purchased or work performed. The Chief Executive Officer of the town would be the individual who is authorized to enter into contractual agreements on behalf of the town. This could be a Mayor, First Selectman, Town Manager, etc.
- 2. Each town will be reimbursed for the actual cost of the polling place safety supplies and additional poll workers that are hired to conduct the August 11, 2020 primary. Such reimbursement shall not exceed three thousand dollars (\$3000) per town.
- 3. In order to be reimbursed, each town will be required to substantiate the number of ADDITIONAL poll workers hired above and beyond the number that would normally be hired for any primary conducted and any polling place safety supplies purchased.
- 4. The documentation submitted will be reviewed to ensure that the expenditures made comply with the requirements outlined in this certification and are consistent with the Help America Vote Act of 2002. If any expenditures are not consistent with the requirements outlined in this certification or are not consistent with the Help America Vote Act of 2002, the Office of the Secretary of the State cannot reimburse the town for such expenditures.
- 5. The registrars of voters should submit ONE certification for reimbursement for the entire town with all receipts attached to the single certificate. DO NOT FAX this certificate. Failure to submit the certification in the original format with attached receipts or submission of duplicate or faxed certifications may result in a delay of payment or a return of the documentation to your town for proper submission.
- 6. Please fill out all information. (A) Enter your town name and number of polling locations in your town as most recently reported to us by your Town Clerk pursuant to CGS §9-238a. (B) Enter a brief description of the additional polling place staff hired and their duties as well as a description of the polling place safety supplies purchased. (C) Review the certification language and sign and date the certificate. (D) Attach all relevant receipts or employee payment documents. Each receipt or document must indicate the product purchased or the employee job title. (E) Send completed form to the mailing address noted.



## CERTIFICATION FOR REIMBURSEMENT



A. Town Name.	Number of Forting Flaces:
SAFE POLLS PLAN for the primary in the locations, (2) staffing levels for each poll moderators ready to work on election day, (5) their emergency plan. Municipalities values a Safe Polls Grant from the Office of the Safe	of the State requires that all municipalities submit as 2020 election cycle that includes: (1) a list of polling ing location, (3) an identified list of poll workers and (4) a list of cleaning and safety products required, and which complete their Safe Polls Plan will be eligible for Secretary of the State which can be applied to meet the a pandemic environment. These expenses included personnel if necessary.
municipality. Please ensure that your desc	the additional expenses that have been incurred by the cription details how the expenses are in ADDITION to in the normal course of election administration in the
submitted for the sole purpose of seeking safety supplies necessary to conduct the A We understand that any unauthorized expensions of the Help America Vote Act	under penalties of false statement that this certificate is reimbursement for the ADDITIONAL personnel and august 11, 2020 primary in the above referenced town enditure of such funds or an expenditure of such funds may result in the town being subject to a Federal Audit to the Office of the Secretary of the State.
Dated thisday of, 20	0
Signature of Chief Executive Officer	Printed Name of Chief Executive Officer
Signature of Registrar of Voters	Printed Name of Registrar of Voters
Signature of Registrar of Voters	Printed Name of Registrar of Voters
D. Attach all relevant receipts for the exponent	enditures in question as well as the Safe Polls Plan for
E. Mailing Address: Secretary of the Hartford, CT 06115-0470	State, ATTN: LEAD, P.O. Box 150470,