



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: July 29, 2020

Date of Meeting: August 6, 2020

Submitted by: Town Council Chair Tom Koenig and Vice Chair Bill Boyd

Department:

Time Required: 20 minutes

Speakers:

Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

State Primary Election Discussion

DESCRIPTION OF ITEM

Town Moderator Lynn Christensen to provide the Town Council with an update on the upcoming State Primary Election scheduled for Tuesday, September 8, 2020. The Council will discuss any further actions that should be taken to protect the health and safety of voters and election workers, to include urging people to apply for absentee ballots.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Tom Koenig</u>	Address	_____
Phone Number	_____	Email Address	<u>tkenig@merrimacknh.gov</u>

APPROVAL

To: Moderators, Clerks, Supervisors, and Selectmen
From: Secretary of State, Bill Gardner
Date: Monday, July 6, 2020
Re: Personal Protective Equipment
September 8, State Primary; November 3, General Election

We will provide each polling place with Personal Protective Equipment (“PPE”) for the health and safety of election officials, poll workers, and voters. Federal funds will pay for the PPE, for use at federal elections.

New Hampshire Homeland Security and Emergency Management (“HSEM”) is collaborating with us for the delivery of PPE in this effort. HSEM will interact primarily with your community’s Emergency Management Director. I ask that you communicate with your Emergency Management Director to ensure coordination with HSEM to receive your PPE for the upcoming federal elections. Distribution of PPE is expected to be completed by the end of August. HSEM will reach out to your Emergency Management Director to coordinate logistics and arrange for someone from your community to receive and sign for the PPE.

You will receive one supply for two elections. You will need to allocate the disposable PPE items to the September 8, 2020 primary and the November 3, 2020 general election. You must use several PPE items at both elections. Depending on when suppliers are able to deliver PPE items to the State, some may be separately distributed to you.

The quantity of PPE being issued has been calculated using the number of voters who cast ballots at the 2016 state primary and 2016 general election, the most recent elections similar to this fall’s elections. We adjusted your 2016 turnout numbers allowing for a potential increase in voter turnout and for an expected increase in the number of voters who will vote by absentee. The estimate of the expected number of in-person voters is designed to be high to ensure adequate supplies if necessary.

The allocation of PPE starts with a baseline supply for every polling place serving up to 600 expected in-person voters. For polling places where the estimated number of in-person voters is greater than 600, the allocation provides additional PPE to provide for additional voter check-in stations (ballot clerk stations) and additional supervisors of the checklist pro tem (added staff helping supervisors do election day registrations). If you believe there is a need for more, let us know.

PPE Items being Issued

KN-95 Masks – For election officials. Based on advice from medical authorities, one mask per election official for both elections, to be stored in a paper bag between uses.

Surgical Masks – For voters who are not wearing their own mask. Also for election officials working behind sneeze shield who prefer the lighter mask. These are one-use masks.

Face Shields – For election officials who are not working behind sneeze guards. Election officials wear these see through barriers over the face.

Gloves – For election officials and voters

Gowns – For election officials who are not working behind sneeze guards and who will be assisting voters in close proximity.

Hand Sanitizer – Gallon Jug – Positioned after the ballot counting device/ballot box, for voters to sanitize as they exit the polling place. Hand sanitizing before or while handling a ballot risks getting the ballot wet. Wet ballots can jam in the ballot counting device. This supply is also available to election officials. The concern with wet ballots does not apply in hand count towns.

Hand Sanitizer – smaller containers to position behind the sneeze guards at the voter check-in positions, voter registration positions, and No Photo-ID table, for use by election officials as needed after handling voter documents, etc.

Sneeze Guards – Table top clear plastic shields that will be a barrier between an applicant registering to vote and the supervisor, a voter checking in to get a ballot and the ballot clerk, and a voter going through the No Photo ID process and the election official. Election officials working behind a sneeze guard should wear a mask, but the more comfortable surgical mask is sufficient. The sneeze guards are approximately 31” wide and 48” tall.

Sanitizing Wipes in Jugs – for sanitizing surfaces before and during election day – except voting booths and tables with voting screens. In Ballot Counting Device polling places a surface that is damp from sanitizing may transfer wetness to a ballot. Wet ballots jam in the ballot counting device. Paper mats are provided for a voter to place on the writing surface before setting the ballot down to mark.

Accessible Voting System one4all wipes – alcohol wipes to sanitize the keyboard and surfaces of the one4all system before and between uses.

Disposable earphone covers – one use, disposable, earphone covers for the one4all accessible voting system, cover replaced between uses.

Pen/Pencil – To issue the voter to mark his or her ballot and then to keep. This avoids the need to sanitize the writing instrument. Pens for ballot counting device polling places, pencils for hand count polling places.

Social Distancing Signs – Weather resistant signs for outside the polling place and poster paper signs for inside the polling place.

Painter’s Tape to mark Social Distancing – Tape to mark increments on the floor for social distancing where lines typically form. Intended to be inexpensive, one use, and easily removed.

Paper mats for writing surface – one use, disposable paper mat for each voter. The voter places the mat on the writing surface before setting the ballot down. This is an alternative to sanitizing each

surface between each voter, which poses risk of wet surfaces causing wet ballots that jam in the ballot counting device. Each mat will have instructions printed on it.

Ballot Privacy Carriers – a specially designed folder/envelope will be provided for voters who choose to use it to carry the marked ballot to the ballot counting device. In response to the COVID-19 health crises and moderator's concerns, ballots for 2020 will be 8.5 X 11 in size, with some offices printed on the back. This will minimize the folds required for absentee ballots, which should reduce any problems with absentee ballots jamming in a ballot counting device due to the folds. Official election day ballots will therefore also have offices on both sides. To keep the marked ballot secret, the voter will insert the ballot into the privacy carrier. An edge of the ballot will extend from the carrier. Upon arrival at the ballot counting device the voter can hold the carrier and insert the edge of the ballot into the device. The device will pull the ballot into the device. This prevents exposure of either side of the marked ballot to others in the polling place. The carriers used at the primary will be kept for reuse at the general election.