

TOWN OF WARREN BOARD OF SELECTMAN

Notice of Selectman's Special Meeting
Zoom Meeting

Date: September 29, 2020

Time: 5:00 P.M.

Place: Zoom meeting

1. Discussion and possible action on security camera for ballot box
2. Discussion and possible action on scarecrow display – Kim Lawrence
3. Discussion and possible action on a Town Meeting
4. Adjourn

Join Zoom Meeting

<https://zoom.us/j/98348596849?pwd=cEJMMGVXYThVREVtWG1IUTZzdW9UQT09>

Meeting ID: 983 4859 6849

Passcode: 644449

One tap mobile

+16468769923,,98348596849#,,,,,0#,,644449# US (New York)

Dial by your location

+1 646 876 9923 US (New York)

To All Town Clerks and Registrars:

This summer, 200 ballot drop boxes were deployed throughout the state. The Secretary of the State answered many questions during the Primary process about this new piece of equipment, and this document is designed to consolidate all that information and clarify their use throughout the general election.

- Drop boxes must be installed in an area accessible 24/7 by the public.
- Drop boxes should not be uninstalled at any time before Election Day.
- Drop boxes may be used to submit absentee ballot applications.
- If you locked your drop box on Primary Day please make sure that they are now unlocked.
- We advise you to observe the Department of Homeland Security's standards including locating the drop box in a well lit location, and within the range of security cameras.

Drop boxes are ADA accessible. Accessibility is enhanced when they are installed in locations that are handicap accessible and you are advised to be considerate of the overall physical environment, for example curb cutouts for wheelchairs.

For the General Election, the Secretary has ordered a limited number of additional drop boxes to serve voters in our largest towns and cities. The goal is to make these boxes accessible to the whole community, so you are instructed to install them in a new location in your town or city. Communities that will be receiving additional drop boxes are: Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Wallingford, Waterbury, West Hartford, West Haven.

For collecting voted ballots in the drop box that is not located directly outside the Clerk's office, the Clerk must be accompanied by a police officer. As such, you should alert your local police chief to this requirement early on so that arrangements can be made. For collection of voted ballots in the drop box located directly outside the Clerk's office no police escort is needed.

You may not discard your drop boxes after the election. Since they are purchased using federal funds they cannot be disposed of without specific permission from our office. We will provide you more information on that process after Election Day.

themselves, the portable ballot box is brought to the car window. In addition to the supplies listed below, you will need a bipartisan team of at least two to three to support the drop-off site.

- ☐ Pop-up tent
- ☐ Table
- ☐ Chairs
- ☐ Ballot box
- ☐ Road signs
- ☐ Orange cones
- ☐ Flashlights
- ☐ High-visibility vests for workers
- ☐ Weather appropriate support—propane heater, rain gear, lanterns
- ☐ Personal protective equipment such as gloves, masks, and hand sanitizer, as appropriate and in accordance with current CDC guidance



Timeline: Most of these items can be purchased or rented locally. You will need some lead time to arrange for traffic signs and cones if they will be borrowed from law enforcement.

UNSTAFFED, 24-HOUR BALLOT DROP BOX

In high-demand areas where votes are or will be cast primarily by mail, installing a permanent ballot drop box—one that can be accessed by voters 24/7—is a good solution. These boxes should be constructed of durable material such as steel and be permanently cemented into the ground. This type of **ballot drop box** typically costs about \$6,000 each. In addition to purchasing the 24-hour box you will need:

- ☐ Video surveillance camera
- ☐ Media storage device (for recorded video)
- ☐ Decal (branding and information)
- ☐ Extra keys for opening slot and access door
- ☐ Security seals

A good example of the security considerations associated with this type of box, pictured on the right, can be found in the [California Code of Regulations](#).



Timeline: Depending on the lead time required by the manufacturer, boxes may need to be ordered 4–6 months in advance—about 150 days before the election.

Election Night and Closing Boxes

You need to give special consideration to returning temporary ballot drop boxes and locking permanent drop boxes on election night. Organizing teams from other county or city departments is one way to accomplish this. Essentially, you need bipartisan teams to be at every ballot drop-off location precisely when polls close. Their responsibilities include: