



City of Augusta

City Center Plaza

16 Cony Street

Augusta, Maine 04330

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MEMO TO: Mayor and City Council
FROM: Barbara Wardwell, City Clerk & Treasurer
DATE: May 24, 2010
SUBJECT: Consolidating Polling Places

Please see attachments related to Consolidating Polling Places to one location, Augusta Civic Center on Thursday, May 27, Informational Meeting agenda.

- Voting Place Layout Requirements
- Policy for Changing the Location of a Voting Place
- Floorplan of the North Wing rooms, hallways & entrances

Voting Place Layout Requirements Provided in Title 21-A, Maine Law on Elections

Section 627. Arrangement of Voting Place.

- The ballot box must be arranged so it is in view of persons present.
- Each voting booth must be arranged so those outside the guardrail enclosure can see who enters and leaves it. (See section 629 regarding the number of voting booths.)
- A guardrail must be constructed so that only those inside its enclosure can approach within 6 feet of the ballot box and voting booths. "Guardrail" is not defined in the law, however, there must be a physical barrier to enclose the voting area – such as a rope and stanchions, chairs, tables or some combination of physical elements that form a barrier enclosing the voting activity and separating it from the observation activity.
- The voting place must be large enough to allow at least 1 worker from each political party (D, G and R) to remain outside the guardrail as a poll watcher. They must be able to see and hear all activity of voting within the guardrail, including the voters stating their names at check-in and the election clerk repeating the names for checking off the voting list.

Section 629. Voting Booths.

- For a general election (the November election in even-numbered year) there is a requirement for a minimum number of voting booths based on the number of voters. There must be 1 voting booth for each 200 voters or fraction over 100 voters (this includes those voters with active status only).
- For elections other than general elections (primary, referendum), the municipal officers may provide fewer than the minimum used for general elections, when circumstances indicate fewer booths will be adequate to provide for the orderly flow of voters.
- In addition to this minimum number of regular booths, for all elections, there must be 1 voting booth for persons with disabilities (this is now the Accessible Voting System station required under section 812-A).

Section 630. Accessible Voting Places.

- As of 7/1/01 all voting places needed to be accessible by state law, meaning that they must meet the requirements for accessible routes of the 1981 Standards of Construction in Title 25, chapter 331. However, since federal laws require accessibility for voting places used for federal elections (Title II of the ADA, and the Help America Vote Act), it is best to follow these accessibility standards to the extent they are more stringent than Title 25, chapter 331. At some point, section 630 will likely be amended to specify the ADA as the standard in state law.

Section 671. Voting Procedure.

- This addresses the flow of voters in and out of the guardrail enclosure.

Section 681. Positions at the Voting Place.

- This section limits who can be within the guardrail enclosure to no more than 2 voters in excess of the number of voting booths.
- If sufficient space exists, then party workers and others in addition to the minimum 3 poll watchers pursuant to section 627 are allowed to remain outside the guardrail enclosure to observe the process.

Section 812-A. Accessible Voting System.

- This section requires that each municipality shall provide 1 AVS at each voting place used in the conduct of state elections. (Pursuant to the Help America Vote Act, the voting place must be physically accessible per Title II of the ADA, so that voters with disabilities may access the building and voting area within the building to use the AVS or vote with assistance if that is their choice.)

Refer to the links below for information about physical accessibility of voting places under the ADA guidelines:

www.access-board.gov/adaag/html/adaag.htm
www.usdoj.gov/crt/ada/stdspdf.htm

Policy for Changing the Location of a Voting Place

Prepared by the Office of the Secretary of State

To ensure that all voting places in the State of Maine meet the requirements for accessibility, are of adequate size to accommodate the required number of voting booths, including Maine's Accessible Voting Solution (AVS), and are arranged in such a manner to ensure proper traffic flow, municipalities that want to change the location of a voting place must follow this policy beginning January 1, 2010.

Section I. Notification to Secretary of State's Office of Proposed Change of Location

1. The Municipal Clerk of the municipality must contact the Secretary of State's Office, Division of Elections, and request an Application to Change the Physical Location of the Voting Place.
2. Except in the case of an emergency which makes the current voting place unusable, the Secretary of State's Office will not approve the change of location for a voting place, and make arrangements for moving of the phone line for the Accessible Voting Solution, unless the municipality follows this application process.
3. As part of the application process, the municipal officers must submit a drawing of the proposed layout of the voting area within the voting place. The drawing does not have to be to scale, but must include:
 - the dimensions of the voting area;
 - the number and size of voting booths;
 - a clear indication of where the AVS will be placed;
 - where the other components of the voting place will be located (ballot box or tabulating machines, guardrail, registrar's area, Election Clerks with Incoming Voting List, area for pollwatchers);
 - how accessibility requirements will be met (parking, accessible entrance, navigation through voting place by individuals using accessible equipment/aids, such as wheelchairs, walkers, assistance animals, etc.).
4. As part of the application process, the municipal officers will be provided with a "Municipal Self-Certification for Voting Place Accessibility" form which must be completed. The person who completes this form verifies that each accessibility category has been reviewed for compliance under the American's with Disabilities Act (ADA) and either meets the requirements defined therein or will be addressed within a reasonable timeframe to provide accommodation to individuals with disabilities.
5. After all documentation has been submitted for the application process, the Secretary of State's Office will review the documentation, make any follow up contacts that are necessary, and notify the municipal officers of its determination.

Section 2. Requirements for the Accessible Voting Solution (AVS).

1. Pursuant to Title 21-A MRSA §812-A, each municipality shall provide one AVS at each voting place used in the conduct of state elections.
2. The AVS must be set up at each voting place using the table, equipment, privacy screen, and accessible devices that were provided with the system.
3. The AVS must be set up within 50 feet of the telephone jack and power supply, and in such a manner that the telephone and extension cords are out of the area where the voter will be sitting (preferred) or adequately taped down so as not to cause an obstruction or hazard.
4. The AVS must be set up so that a voter's privacy is maintained (i.e., do not place the voter so that others passing by might observe a voter's choice or cause distraction to a voter) (Title 21-A MRSA §671.8).
5. The cost of moving the phone line used with the AVS will be the responsibility of the Secretary of State's Office as long as the reason for the move is of a permanent nature (see Section 8. Reasons for Moving Voting Place).

If a municipality fails to notify the Secretary of State's Office of a proposed new location/does not follow the application process, and expedited arrangements for installation of a phone line for AVS must be made, the cost of moving the phone line will be the responsibility of the municipality (the voting place will be considered "temporary" until the application process is followed and the new location is approved by the Secretary of State's Office).

6. An *Application to Change the Physical Location of the Voting Place* must be submitted in a timely manner that will allow 4 to 6 weeks prior to the first election to be held at the new voting place for the installation of the AVS phone line. **Remember to include the time required for self-certification. No line moves can occur without that.** To minimize cable hazards, ensure that the designated contact person knows the exact location of the jack installation in relation to where the AVS will be set up at the voting place.
7. Once installation is complete, municipal officers should arrange for the phone line to be tested to verify that it is active.
8. Following an installation at a new voting place, the Municipal Clerk should perform the AVS Logic and Accuracy testing as early as possible during the scheduled test period to ensure adequate time to address any problems with the phone line.

Section 3. Requirements for Accessibility.

1. All voting places need to be accessible by state law (as of 7/1/01), meaning that they must meet the requirements for accessible routes of the 1981 Standards of Construction in Title 25, chapter 331. However, since federal laws require accessibility for voting places used for federal elections (Title II of the American's with Disability Act, and the Help America Vote Act), it is best to follow these accessibility standards to the extent they are more stringent than Title 25, chapter 331.

2. Certification must be made by a municipal official that the voting places meet accessibility requirements in 10 areas:
 - Parking Spaces
 - Sidewalks and Walkways
 - Passenger Drop Off Areas
 - Building Entrance
 - Hallways and Corridors
 - Ramps
 - Elevators
 - Lifts
 - Voting Area
 - Second Voting Area (if applicable, i.e. absentee)
3. Several resources are available for determining if accessibility requirements are met. They include:
 - The Secretary of State's booklet "*Ensuring Accessibility: Goals and Solutions for Improving the Accessibility of Maine's Voting Places*". A .pdf version is available at www.maine.gov/sos/cec/elec/temp
 - ADA Accessibility Guidelines website: www.access-board.gov/adaag/html/adaag.htm
 - Department of Justice website: www.usdoj.gov/crt/ada/stdspdf.htm

Section 4. Requirements for Arrangement of Voting Place.

1. The ballot box/tabulating machines must be arranged so they are in view of persons present (Title 21-A MRSA §627.1).
2. Each voting booth must be arranged so those outside the guardrail enclosure can see who enters and leaves it (Title 21-A MRSA §627.1). (See Title 21-A MRSA §629 regarding the number of voting booths.)
3. A guardrail must be constructed so that only those inside its enclosure can approach within 6 feet of the ballot box and voting booths. "Guardrail" is not defined in the law, however, there must be a physical barrier to enclose the voting area – such as a rope and stanchions, chairs, tables or some combination of physical elements that form a barrier enclosing the voting activity and separating it from the observation activity (Title 21-A §627.2).
4. The voting place must be large enough to allow at least one worker from each political party (Democrat, Green Independent and Republican) to remain outside the guardrail as a poll watcher. They must be able to see and hear all activity of voting within the guardrail, including the voters stating their names at check-in and the Election Clerk repeating the names for checking off the voting list (Title 21-A MRSA §627.4).

Section 5. Requirements for Voting Booths.

1. For a general election (the November election in each even-numbered year) there is a requirement for a minimum number of voting booths based on the number of voters. There must be 1 voting booth for each 200 voters or fraction over 100 voters (this includes those voters with active status only) (Title 21-A MRSA §629.1.A).

2. For elections other than general elections (primary, referendum), the municipal officers may provide fewer than the minimum used for general elections, when circumstances indicate fewer booths will be adequate to provide for the orderly flow of voters (Title 21-A MRSA §629.1.B).
3. In addition to this minimum number of regular booths, for all elections, there must be 1 voting booth for persons with disabilities. This is now the Accessible Voting Solution station required under Title 21-A MRSA §812-A (Title 21-A MRSA §629.1.A-1).

Section 6. Positions at Voting Place.

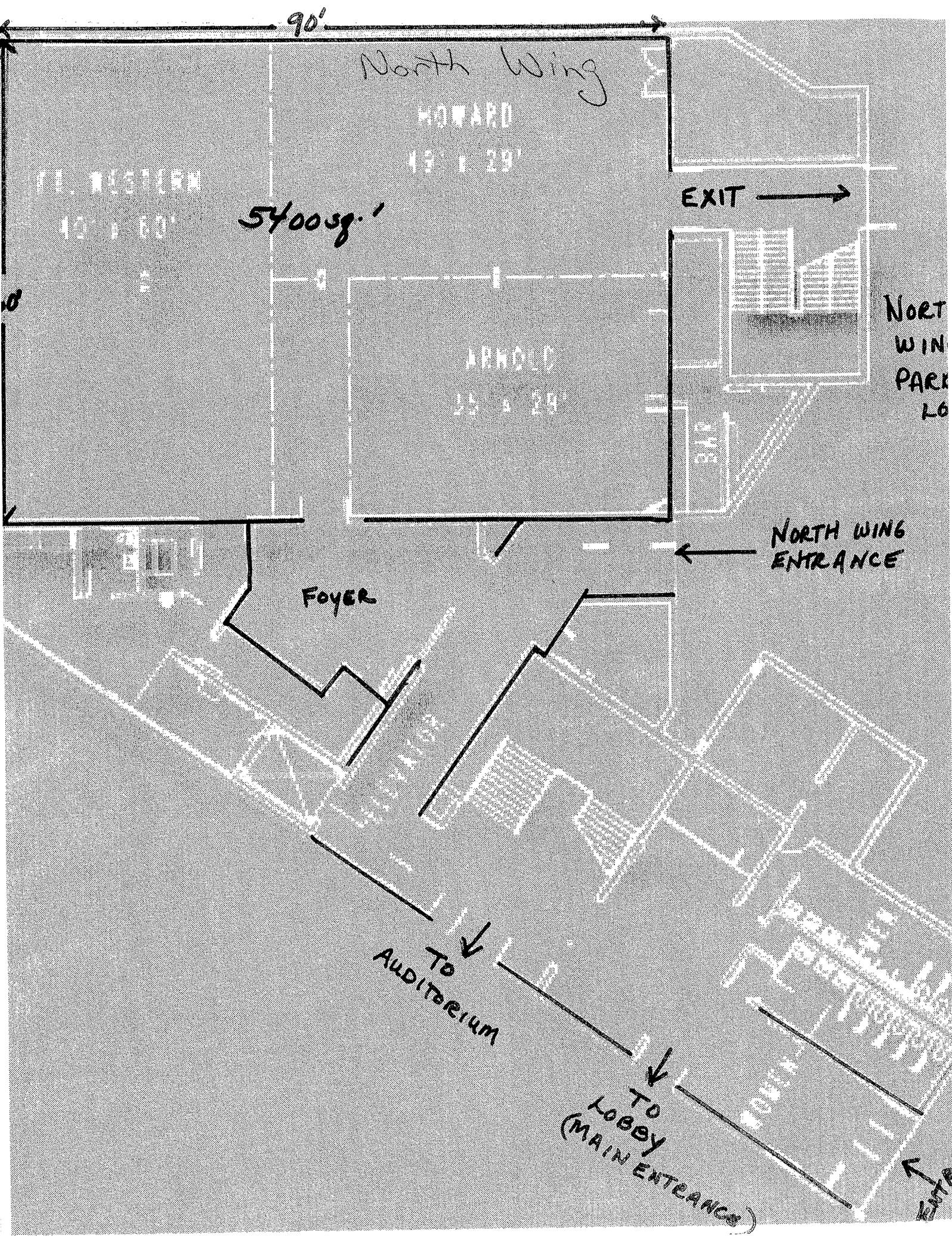
1. Title 21-A MRSA §681 limits who can be within the guardrail enclosure to no more than 2 voters in excess of the number of voting booths.
2. If sufficient space exists, then party workers and others in addition to the minimum 3 poll watchers (pursuant to section 627) are allowed to remain outside the guardrail enclosure to observe the process.

Section 7. Voting Procedure.

Title 21-A MRSA §671 addresses the flow of voters in and out of the guardrail enclosure.

Section 8. Reasons for Changing Voting Place.

1. Reasons that are permanent in nature include:
 - Current location is no longer available for use as a voting place;
 - Current location is no longer large enough for use as a voting place;
 - It would be cost prohibitive to bring current location into compliance for accessibility;
 - Municipality is consolidating wards;
 - New location is temporary but is necessary due to extenuating circumstances.
2. Reasons that are temporary in nature include:
 - Municipality prefers to have different voting places for different elections.



90'

North Wing

HOWARD

49' x 29'

FL. WESTERN

12' x 60'

5400 sq. ft.

EXIT →

ARNOLD

35' x 29'

NORTH WING PARK LG

← NORTH WING ENTRANCE

Foyer

↓ TO AUDITORIUM

↓ TO LOBBY (MAIN ENTRANCE)

← ENTRANCE



CITY OF
AUGUSTA
FIRE DEPARTMENT

Chief Roger J. Audette 1 Hartford Square Augusta, ME 04330-5220 ♦ (207) 626-2421 ♦ (207) 626-2424 Fax

MEMO

DATE: May 24, 2010
TO: Bill Bridgeo
FROM: Chief Roger Audette
RE: Maine EMS Grant & Firefighter's Assistance Grant

The Fire Department has been awarded a grant from Maine EMS for 3-Panasonic Toughbook Computers. These computers are used for the electronic EMS reporting systems mandated by Maine EMS. The total amount of the grant is \$13,546 of which the local match will be \$4,515.33. The matching funds will come from a public safety grant account.

Additionally the Fire Department would like to brief the Council on the 2010 Firefighter's Assistance Grant Program. The fire department is working on an application to replace all of the self-contained breathing apparatuses. The grant application is expected to be around \$200,000 with a 5% local match. The current equipment in use is 10-years old and lacks the latest safety standards.

The Firefighter's Assistance Grant Program can be viewed at www.firegrantsupport.com

Please feel free to call if you have any questions or concerns.