



# **SELECTBOARD AGENDA & MEETING NOTICE**

**August 3, 2020**

**Location: Teleconference - access info in the agenda**

\*\*\*Indicates item added after the 48 hour posting

**bold underlined** time = invited guest or advertised hearing  
(all other times are approximate)

This meeting is being conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the “Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20” issued by Governor Baker on 3/12/20. FreeConferenceCall.com is being utilized for the teleconference. It is audio only. Anyone wishing to participate may call 712-775-7031 and then enter the Access Code of 883-045-865. The toll-free number is 844-800-5000 – the Town is charged by the minute per caller, so please use this only when necessary.

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

### COVID-19 Topics

- Updates from Gill’s Emergency Management Team
- Slate Memorial Library – request to re-open building to public effective Saturday, August 8<sup>th</sup>. Hours will be Tuesdays 2-6 PM, Thursdays 2-8 PM, & Saturdays 10 AM – 2 PM.

### Old Business

- Review of Minutes: 5/26, 6/8, 6/22, 7/6, 7/20, 7/30

### New Business

- Fire Department – Declaration of Surplus Equipment – out-of-service turnout gear
- Town Clerk – Location for September 1<sup>st</sup> State Primary Election. Town Hall (2<sup>nd</sup> floor) is suggested location. Deadline to decide is August 12<sup>th</sup>.
- Highway Department Vacancy – Hiring Recommendation from Superintendent & Town Admin
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

### Warrants

FY20 # 29 Vendors (20,766.92), FY21 #2 Vendors (79,997.01) & Payroll (\$20,868.55) – reviewed & signed by the Chair on 7/21

FY21 #3 – to be reviewed & signed by the Chair and reported on at the next meeting

### Adjournment

### **Other Invitations/Meetings:**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
8/17	5:30 PM	Selectboard meeting	TBD
8/31	5:30 PM	Selectboard meeting	TBD

## Ray Purington/Gill Selectboard

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**From:** Doreen Stevens/Gill Town Clerk <townclerk@gillmass.org>  
**Sent:** Thursday, July 23, 2020 5:57 PM  
**To:** Gene & Dorri Beaubien; John Ward (johnward.ward54@gmail.com); administrator@gillmass.org; gksnedeker@gmail.com; hxydad77@yahoo.com; highway@gillmass.org; 'Chief Redmond'; assessors@gillmass.org  
**Subject:** State Primary Election  
**Attachments:** POLLING PLACE SITE ACCESS SURVEY FORM doc.pdf

Good Afternoon All,

Hope everyone is keeping cool, and staying safe and well.

September 1<sup>st</sup> is coming up fast and I have been concerned about where the town can safely hold the election not only for the Primary, but also for the Presidential Election in November. I really do not see how the current polling place can work to keep everyone from crossing paths coming and going or keeping election worker, voters and possibly observers socially distant.

I have at this point already received 78 vote by mail requests and do anticipate more. If we are going to be changing our polling place we must do so no later than 20 days before the election, this means that the Select board would have to discuss any changes at the August 3<sup>rd</sup> meeting, so we could meet the August 12<sup>th</sup> deadline. My thoughts on this are that we change the polling place to the Town Hall. We must provide the State with a completed survey that would cover the suitability of the new polling place (attached). I am feeling the Town Hall could work especially where so many people are opting to vote by mail this should keep the parking issues under control and traffic down also. We would need to repaint the lines for Handicap parking to make them clearer for those needing to use that space, it also might help to have the other lines painted so those parking spaces are clearer. Voters could enter the front door go up the stairs check-in in the front of the room, vote in the center of the room, and check- out in the back of the room then exit the building at the back. The only crossover would be if someone was using the handicap entrance down stairs, going up the elevator, proceed to vote as everyone else, but after checking out they would then have to cross the room to gain access to the elevator and out the back door. I think that this could be handled without much fuss. The Town Hall also affords election workers a space downstairs to take a break, get a bite to eat, and use the restrooms in a safer space. Much to think about, I am looking for input and any other ideas that could work. I am working my regular hours next week if anyone has any ideas.

Thanks in advance for any input or ideas.

Doreen

Doreen Stevens  
Town Clerk  
Town of Gill  
325 Main Road, Gill, MA 01354  
Phone: 413-863-8103  
Fax: 413-863-7775  
Email: [townclerk@gillmass.org](mailto:townclerk@gillmass.org)



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# POLLING PLACE AND REGISTRATION SITE ACCESS

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

WARD: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_ SURVEYOR: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

This checklist is based on the Secretary of the Commonwealth's regulations for polling place accessibility 950 CMR 51:00. To complete this survey, you will need a level and a tape measure. Please specify in the "Comments" section, below, any issues that need further clarification.

## 1. Site access (Path of Travel):

\_\_\_\_ (a) The paths of travel to the polling place from the parking lot and from the street are clear, reasonably lit, and unobstructed.

\_\_\_\_ (b) The paths have continuous common surfaces, not interrupted by steps or abrupt changes in level greater than 1/2 inch.

\_\_\_\_ (c) The path of travel is the same or a substantially similar distance for all persons entering the polling place.

Comments (City/Town Representative):	Comments (Monitor):

**2. Parking:**

\_\_\_\_\_ (a) The required number of handicapped parking spaces is provided as follows:

<u>total no. of parking spaces</u>	<u>no. of handicapped spaces required</u>
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 -1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1,000

**(b) for parking lots striped prior to 9/1/96:**

\_\_\_\_\_ (1) The handicapped parking spaces are 8 feet wide and have an adjacent 4 foot access aisle which is painted or striped yellow. The parking lot is reasonably lit.

\_\_\_\_\_ (2) The handicapped parking spaces are identified by a sign at each space or pair of spaces containing the International Symbol of Accessibility, with the top of the sign between 5 and 8 feet high above the ground.

**(c) for parking lots striped after 9/1/96:**

\_\_\_\_\_ (1) The handicapped parking spaces are 8 feet wide and have an adjacent 5 foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The parking lot is reasonably lit.

\_\_\_\_\_ (2) Is there at least one "van accessible" space. (one in every eight accessible spaces must be van accessible, but no less than one) This space is 8 feet wide and has an adjacent 8-foot wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The parking lot is reasonable lit.

\_\_\_\_\_ (3) Each handicapped parking space is identified by a sign containing the International Symbol of Accessibility, with the top of the sign between 5 and 8 feet high above the ground. Van accessible spaces shall include the words "Van Accessible."

\_\_\_\_\_ (d) Any sidewalk provided at the handicapped parking spaces has a curb cut (sidewalk ramp), with a slope no greater than 1:12, at each space or pair of spaces.

\_\_\_\_\_ (e) If no parking lot is available, there is at least one on-street parking space which is at least temporarily designated as a handicapped parking space during the election in front of the polling place.

Comments (City/Town Representative):	Comments (Monitor):
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### 3. Entrance

\_\_\_\_ (a) At least one entrance to the building is accessible.

\_\_\_\_ (b) The approach to the accessible entrance is a paved walk or ramp with a non-slip surface uninterrupted by steps or changes in level greater than 1/2 inch. There is a level space 60 inches from the door on both the exterior and interior sides.

\_\_\_\_ (c) Lever handles or other accessible hardware are provided on doors, so that they may be operated with a closed fist.

\_\_\_\_ (d) Doorways are at least 32 inches clear width. Door thresholds are no higher than 1/2 inch above the floor.

\_\_\_\_ (e) If the main entrance is not accessible, signs direct people to the accessible entrance.

\_\_\_\_ (f) If the accessible entrance is not the main entrance, it is unlocked and able to be used without assistance during the same hours as the main entrance.

Comments (City/Town Representative):	Comments (Monitor):
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#### 4. Ramps

\_\_\_\_ (a) If the entrance has stairs, there is either a permanent or portable ramp. If permanent, the ramp has a slope no steeper than 1:12.

\_\_\_\_ (b) The ramp is at least 48 inches wide.

\_\_\_\_ (c) The ramp has two pairs of handrails along both sides that are round or oval in shape and are set in pairs, one at a height between 34 and 38 inches and a lower one at a height between 18 and 20 inches.

\_\_\_\_ (d) If the ramp is portable, it is as close to 1:12 as possible, and either handrails or wheel guards at least two inches high on both sides are provided.

(e) Please describe the portable ramp (if applicable):

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Comments (City /Town Representative):	Comments (Monitor):
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## 5. Building Interior

\_\_\_\_ (a) All interior doors, approaches, and ramps necessary to obtain access to the polling place comply with 3 and 4 above.

\_\_\_\_ (b) An accessible route which provides a continuous unobstructed path at least 36 inches wide is maintained inside the polling place and shall coincide with the route for the general public.

Comments (City/Town Representative):	Comments (Monitor):
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## 6. Voting Equipment

\_\_\_\_\_ (a) All Polls - A sample ballot will be posted on the wall no higher than 48 inches above the floor.

\_\_\_\_\_ (b) Paper or Datavote ballots - At least one marking shelf (one for each party in a primary for Datavote) provides a clear space under it at least 30 inches wide, at least 27 inches clear to the underside, and no more than 32 inches high to the top. Any Datavote stylus handle is at least 1 ¼ inches thick and at least 3 inches long.

\_\_\_\_\_ (c) Voting machines - At least one machine has a sample ballot posted inside, not higher than 48 inches.

\_\_\_\_\_ Voting levers are no higher than 48 inches above the floor, or a "reacher" is available for the upper levels.

Comments (City/Town Representative):	Comments (Monitor):
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**PLEASE SEND THE COMPLETED SURVEY TO:**

**OFFICE OF THE SECRETARY OF THE COMMONWEALTH  
ATTN: Bridget Simmons Murphy  
Office of the Secretary of the Commonwealth  
Elections Division  
1 Ashburton Place, 17<sup>th</sup> floor  
Boston, MA 02108**