



Town of Groton  
173 Main Street  
Groton, MA 01450

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Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

September 24, 2020

To: Groton Select Board  
From: Michael Bouchard, Town Clerk  
Report: Using Groton -Dunstable Middle School (North) as Precinct 2 and Precinct 3 polling locations for November 3, 2020 state election

Dear Select Board Members,

Section 11 of Chapter 115 of the Acts of 2020, which provides for temporary changes to Massachusetts Election Law relative to the COVID-19 pandemic, specifically provides that the Select Board may change any polling place to be used at the general election at least 20 days before the election “by recorded and public vote if it is determined that the public convenience or public health would be better served. When making such a decision, the Select Board shall evaluate and report on whether such change would have a disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age, and shall make publicly available on its website and at the office of the town clerk a report on its evaluation. When polling places have been designated pursuant to this section, the board of registrars shall post on the municipal website and at such other places as it may determine, a description of the polling places and shall notify voters by using an electronic means, to the extent available, such as email or reverse 911 call.”

Michelle Collette, ADA Coordinator, and I reviewed the Groton-Dunstable Middle School (North) on September 24 and favorably completed the state’s Polling Place and Registration Site Access survey. A copy of the survey is attached. It is also our estimation that the proposed temporary re-location of Precincts 2 and 3 to the Middle School (North) will provide a fully accessible and, with COVID precautions, safe location for polling. There is adequate room in the approximately 99’ x 66’ gym to setup two precincts with adequate spacing for people and voting booths. Traffic flow can be arranged in a natural flow such that people entering the facility can be easily directed to a precinct, and not cross paths with people exiting the facility. We see no disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age.

Based on this report, we hope the Select Board will find that this proposed change is in accordance with Section 11 of Chapter 115 of the Acts of 2020, and can authorize this change as required under Section 11.

Respectfully submitted,,

Michael Bouchard



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Proposed Select Board Motion:

I move that the polling locations for Precincts 2 and 3 of the Town of Groton be temporarily relocated to the Groton-Dunstable Middle School (North) as:

- This relocation is in accordance with Section 11 of Chapter 115 of the Acts of 2020.
- The relocation will better serve the public convenience and public health due to the expected volume of voters.
- The relocation will not have an adverse disparate impact on access to the polls on the basis of race, national origin, disability, income or age.

And that the Town Clerk be directed to notify affected voters of this change.

# POLLING PLACE AND REGISTRATION SITE ACCESS

LOCATION: MIDDLE School (North) Gym DATE: 9-24-2020

WARD: N/A PRECINCT: 2 AND 3

SURVEYOR: Michael Buehard SURVEYOR: Michelle Collette

TITLE: Town Clerk TITLE: ADA Coordinator

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):  
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**2. Parking:**

6 (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:

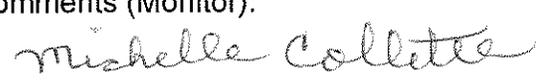
(1) The handicapped parking spaces are 8 feet wide and have an adjacent 5 foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The parking lot is reasonably lit.

(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.

N/A (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.

N/A (e) If the main entrance is not accessible, signs direct people to the accessible entrance.

N/A (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.

<p>Comments (City/Town Representative):</p> 	<p>Comments (Monitor):</p> 
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4. Ramps

N/A (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.

N/A (b) The ramp is at least 48 inches wide.

N/A (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.

N/A (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.

<p>Comments (City/Town Representative):</p> 	<p>Comments (Monitor):</p> 
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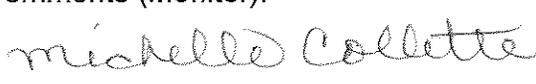
**6. Voting Equipment**

(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. (AUTO MARK)

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

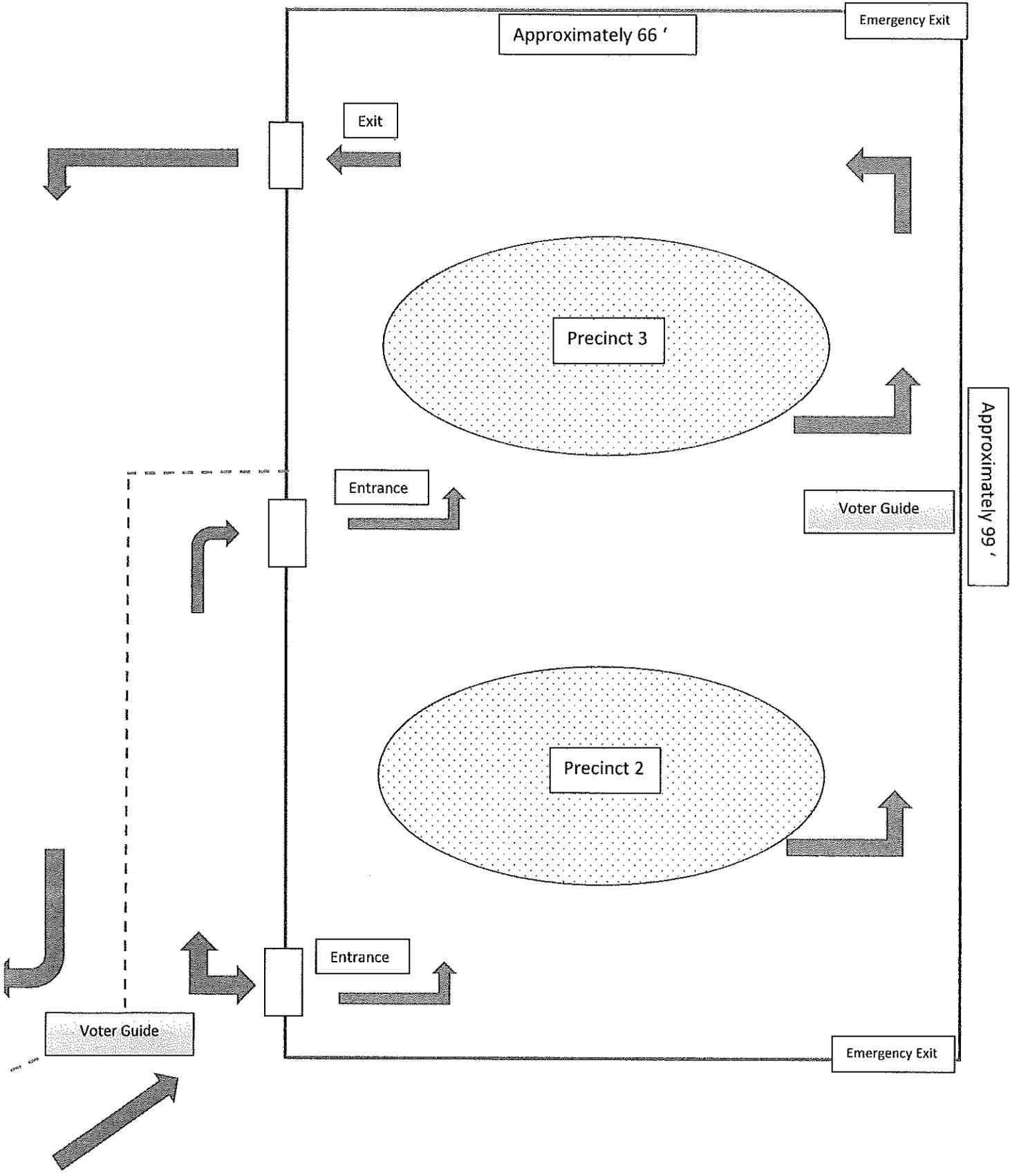
\_\_\_\_ Voting levers are no higher than 48 inches above the floor, or a "reacher" is available for the upper levels.

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**

MIDDLE SCHOOL (NORTH) GYM



# MIDDLE SCHOOL - PRECINCT SETUP

