

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, March 5, 2013

Council Chambers, Wolcott Town Hall

7:30 p.m.

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## MINUTES

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**Note:** These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

Chairman Valletta called the meeting to order at 7:30 p.m. with the Pledge of Allegiance, and attendance was taken.

**MEMBERS PRESENT:** Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Jeffrey Slavin, Charles Marsella, Roger Picard, James Pape, Rachel Wisler, Francis Masi, and Donald Charette Sr.

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Mayor Thomas G. Dunn; Linda R. Bruce, Municipal Finance Officer; Patricia Najarian, Registrar of Voters; Dolores C. Slater, Town Clerk; et al.

### APPROVAL OF MINUTES:

#### ▪ Regular Meeting – February 19, 2013

Upon **MOTION** by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the minutes of the Regular Meeting held on February 19, 2013.

**TAXPAYERS' TIME:** (Limited to Items on the Agenda)

No taxpayers came forward.

### CORRESPONDENCE (on file):

1. Finance Office Transfers, submitted by Linda Bruce
2. Proposed Resolution (#363) to Endorse Wolcott's Participation in the Nomination of the Mad River Greenway as a State Greenway
3. Memo dated February 26<sup>th</sup> from Mayor Dunn regarding Emergency Procedures for February 2013 Blizzard
4. Copy of email dated December 19, 2012, to the Registrars of Voters and Town Clerk from the Legislation and Elections Administration Division regarding Emergency Plan Regulations
5. Proposed Wolcott Emergency Elections Procedures

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### **MAYOR'S REPORT:**

Mayor Dunn came forward and reported that they continue to work on the budget, however, they still do not know what is coming from the State and the status of the proposed elimination of the motor vehicle tax.

A question and answer period was held followed by comments and discussion. The following was noted:

- There are no clear answers right now with respect to the Governor's proposal of eliminating the car tax; most of the cities and towns are not in favor of this proposal; the Town of Wolcott would lose approximately \$3 million dollars in revenue if this was passed
- If it passes, they would have about \$4 million dollars to make up in the budget with no cuts; this would most likely result in a mill rate increase in real estate taxes of about two or three mills
- If it doesn't pass, there may be other kinds of cuts that will also directly impact Wolcott's budget
- Final figures for storm costs are not in, but they are in the range of approximately \$300,000; the Town will be making a claim with FEMA; they are waiting on information as to whether the window will open an additional 48 hours; if it does, they will be able to claim additional monies
- Pat (Burns) Najarian will be the Irish Mayor for the Day this year; ceremony will be held on Friday, March 15<sup>th</sup> at 11:00 a.m. in the Council Chambers of the Town Hall; a memo will be forwarded to the Council

### **FINANCE OFFICER'S REPORT/TRANSFERS:**

Linda Bruce came forward and reported the following:

- Interviews have been scheduled on March 12<sup>th</sup> with responding bidders for the Insurance Agents of Record for liability and workers' compensation insurance for General Government and the Board of Education; Mr. Bendtsen, Business Manager for the Board of Education, and herself will conduct the interviews
- Interviews for the health benefits consultant for General Government and the Board of Education have been scheduled for March 13<sup>th</sup>; the interview committee for that will include the Mayor, the Superintendent of Schools, the Business Manager for the Board of Education and the Finance Officer; a series of questions will be posed to each respondent as to how they will best serve the Town of Wolcott; hopefully a decision will be presented at the March 19<sup>th</sup> Town Council meeting
- Transfers were submitted for approval

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Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer; Dept. 112 General Government; from Dept. 551, line item #1140 Wages Operations \$1,500.00, to Dept. 112, line item #2305 Defined Contribution Plan \$1,500.00 (**see attached**).

With respect to the above, Mrs. Bruce noted that there are now three employees enrolled in the Defined Contribution Plan, and also noted that there will be a change in the line items in the budget. As new employees are entered into the Defined Contribution Plan, there will be a line item in each department's budget because this plan is based on wages as opposed to the Defined Benefit Plan which is a lump sum.

Upon **MOTION** by Donald Charette, seconded by Rachel Wisler, it was unanimously voted to **approve** the following transfer; Dept. 221 Fire Dept; from line item #4901 Insurance Supplement \$1,500.00, to line item #4950 Operation Expense \$1,500.00 (**see attached**).

Upon **MOTION** by Donald Charette, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer; Dept. 311 Highway; from line item #4900 Liability Insurance \$3,600.00, and also from line item #1140 Wages-Operations \$7,000.00, to line item #4710 Telephone \$3,600.00, and also to line item #4400 Maint.-Equipment \$7,000.00 (**see attached**).

With respect to the above two transfers, Mrs. Bruce noted that they have found that additional expenses in certain departments have been incurred due to the major storms that they have been experiencing.

### SUB-COMMITTEE/LIAISON REPORTS:

**WALKING TRAIL SUB-COMMITTEE:** Mr. Charette reported that the sub-committee recently sent out letters to all of the abutting property owners that will be affected by the extension of the walking trail at Scovill's. He noted that he and Mr. Marsella had received some phone calls from concerned residents, but have not received anything since the letter went out.

### UNFINISHED BUSINESS:

There was no unfinished business.

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### NEW BUSINESS:

#### **1. Discussion & Possible Action on Wolcott Emergency Elections Procedure**

Patricia Najarian and James Pape, Registrars of Voters, came forward. Dolores Slater, Town Clerk, also came forward.

Mrs. Najarian referenced the Emergency Elections Procedures that they prepared and submitted in the Council packets (**see attached**). In accordance with CT General Statutes Section 9-174a, the Secretary of State is requiring a plan for emergencies that could occur during elections. They provided a model contingency plan, which is comprised of the statutes as they are written. They have requested that a plan be created by the Registrars and the Town Clerk and passed by the legislative body of each town by March 28<sup>th</sup>. Mr. Pape stated that if the Town fails to do so, then the model plan is automatically adopted. Mrs. Najarian advised that they worked with some other towns and came up with procedures that were easier to read and follow, but yet cover all of the required areas. Mrs. Slater noted that if the State adopts any additional statutes, they would then just incorporate them into the plan. She added that part of this came about because of the aftermath of Hurricane Sandy in 2012. There were many areas that were affected by power outages and other storm related damage that affected polling places. They realized that they needed to have a plan in place to address those types of issues, as well as other issues that may arise.

A brief question and answer period followed, after which various Council members commented that the plan they created was easier to read and understand than the model plan.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Donald Charette, it was unanimously voted to **approve** the Wolcott Emergency Elections Procedures.

#### **2. Resolution of Endorsement: Mad River Greenway**

Upon **MOTION** by Gale Mastrofrancesco, seconded by Donald Charette, it was unanimously voted to **adopt** the following resolution: RESOLUTION # 363; BE IT RESOLVED by the Wolcott Town Council to hereby support the concept of working to protect open space and natural resources by endorsing Wolcott's participation in the nomination of the Mad River Greenway as a designated state greenway (**full text of resolution attached**).

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### **ITEMS FOR NEXT AGENDA:**

Chairman Valletta advised that if anyone has any items that they should contact himself or the Clerk.

### **TAXPAYERS' TIME:**

No taxpayers came forward.

### **EXECUTIVE SESSION:**

No Executive Session was held.

### **ADJOURNMENT:**

Upon **MOTION** by Donald Charette, seconded by Jeffrey Slavin, it was unanimously voted to **adjourn** the meeting at 7:56 p.m.

### **APPROVED:**

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Elizabeth Gaudiosi, Secretary  
**WOLCOTT TOWN COUNCIL**

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David Valletta, Chairman  
**WOLCOTT TOWN COUNCIL**



# TOWN OF WOLCOTT

TOWN HALL • 10 Kenea Avenue  
Wolcott, Connecticut 06716  
Tel. (203) 879-8100 • Fax: (203) 879-8105

February 28, 2013

David Valletta, Chairman  
Wolcott Town Council  
10 Kenea Avenue  
Wolcott, CT 06716

**RE: TRANSFERS WITHIN/BETWEEN DEPARTMENTS - FISCAL YEAR  
2012/2013**

Dear Mr. Valletta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following transfers for Fiscal Year 2012/2013 contained in Schedule A (Fund 01) which is attached hereto and made a part hereof.

If you have any questions, please feel free to contact me.

Sincerely,

Linda R. Bruce,  
Municipal Finance Officer

LRB/jes  
Enclosure

**MAYOR'S ACTION:**

DATE: February 28, 2013

APPROVED BY:

Thomas G. Dunn, Mayor  
Town of Wolcott

**COUNCIL'S ACTION:**

DATE: March 5, 2013

APPROVED BY:

Chairman, Wolcott Town Council

**SCHEDULE A**  
**TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01**  
**2012-2013 FISCAL YEAR - FOR REVIEW ON MARCH 5, 2013**

| <u>DEPARTMENT</u>   | <u>ACCOUNT</u>       | <u>DESCRIPTION</u>                | <u>DEBIT</u> | <u>CREDIT</u> |
|---|----------------------|-----------------------------------|--------------|---------------|
| 112 - GEN'L. GOVERNMENT   |                      |                                   |              |               |
|   | TO 01-1-112-2-2305   | DEFINED CONTRIBUTION PENSION PLAN | 1,500.00     |               |
|   | FROM 01-5-551-1-1140 | WAGES - OPERATIONS                |              | 1,500.00      |
| Reason: To make payments to the Defined Contribution Pension Plan through the end of the 2012-2013 Fiscal Year. |                      |                                   |              |               |
| 221 - FIRE DEPT.  |                      |                                   |              |               |
|   | TO 01-2-221-4-4950   | OPERATION EXPENSE                 | 1,500.00     |               |
|   | FROM 01-2-221-4-4901 | INSURANCE SUPPLEMENT              |              | 1,500.00      |
| Reason: To pay operation expenses through the end of the 2012-2013 Fiscal Year.                                 |                      |                                   |              |               |
| 311 - HIGHWAY   |                      |                                   |              |               |
|   | TO 01-3-311-4-4400   | MAINT. - EQUIPMENT                | 7,000.00     |               |
|   | 01-3-311-4-4710      | TELEPHONE                         | 3,600.00     |               |
|   | FROM 01-3-311-1-1140 | WAGES-OPERATIONS                  |              | 7,000.00      |
|   | 01-3-311-4-4900      | LIABILITY INSURANCE               |              | 3,600.00      |

Reason: Account 4400: To pay for unanticipated equipment repairs resulting from snow removal activities.  
Account 4710: To pay for phone service through the end of the 2012-2013 Fiscal Year.

# TOWN of WOLCOTT

## REQUEST FOR TRANSFER

DATE: February 28, 2013

REQUESTOR: Linda R. Bruce

DEPT.# 551

The following budget transfer(s) is requested:

|      | <u>ACCOUNT NUMBER</u>  | <u>DESCRIPTION</u>                       | <u>AMOUNT</u>   |
|------|------------------------|--|-----------------|
| TO   | <u>01-1-112-2-2305</u> | <u>Defined Contribution Pension Plan</u> | <u>1,500.00</u> |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |
| FROM | <u>01-5-551-1-1140</u> | <u>Wages-Operations</u>                  | <u>1,500.00</u> |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |
|      | <u> </u>               | <u> </u>                                 | <u> </u>        |

**ALL REQUESTS FOR TRANSFERS MUST BE PRESENTED TO THE  
TOWN COUNCIL FOR APPROVAL - PLEASE ENSURE  
THAT ALL INFORMATION IS COMPLETE & ACCURATE**

The reasons the "to" account(s) are exhausted:

The inclusion of an additional library employee in the Defined Contribution Pension Plan was unanticipated at the preparation of the 2012-2013 Fiscal Year Budget.

Transfer is needed for:

To make payments to the Defined Contribution Pension Plan through the end of the 2012-2013 Fiscal Year.

The effect on the "from" account(s):

A sufficient balance will remain in the account to meet expenses through the end of the 2012-2013 Fiscal Year.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE: 2/28/2013

# TOWN of WOLCOTT

## REQUEST FOR TRANSFER

DATE: February 28, 2013

REQUESTOR: *Kyle Dunn*

DEPT.# 221

The following budget transfer(s) is requested:

|      | <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u>   | <u>AMOUNT</u> |
|------|-----------------------|----------------------|---------------|
| TO   | 01-2-221-4-4950       | Operation Expense    | 1,500.00      |
|      |                       |                      |               |
|      |                       |                      |               |
|      |                       |                      |               |
| FROM | 01-2-221-4-4901       | Insurance Supplement | 1,500.00      |
|      |                       |                      |               |
|      |                       |                      |               |
|      |                       |                      |               |

**ALL REQUESTS FOR TRANSFERS MUST BE PRESENTED TO THE  
TOWN COUNCIL FOR APPROVAL - PLEASE ENSURE  
THAT ALL INFORMATION IS COMPLETE & ACCURATE**

The reasons the "to" account(s) are exhausted:

Operation expenses have been higher than anticipated.

Transfer is needed for:

To pay operation expenses through the end 2012-2013 Fiscal Year.

The effect on the "from" account(s):

A sufficient balance will remain in the account to meet expenses through the end of the 2012-2013 Fiscal Year.

APPROVAL *L. Bruce*.....

FINANCE OFFICE USE

DATE: 2/28/2013

# TOWN of WOLCOTT

## REQUEST FOR TRANSFER

DATE: February 28, 2013

REQUESTOR: 

DEPT.# 311

The following budget transfer(s) is requested:

|      | <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u>  | <u>AMOUNT</u> |
|------|-----------------------|---------------------|---------------|
| TO   | 01-3-311-4-4400       | Maint. - Equipment  | 7,000.00      |
|      | 01-3-311-4-4710       | Telephone           | 3,600.00      |
|      |                       |                     |               |
|      |                       |                     |               |
| FROM | 01-3-311-1-1140       | Wages - Operations  | 7,000.00      |
|      | 01-3-311-4-4900       | Liability Insurance | 3,600.00      |
|      |                       |                     |               |
|      |                       |                     |               |

**ALL REQUESTS FOR TRANSFERS MUST BE PRESENTED TO THE  
TOWN COUNCIL FOR APPROVAL - PLEASE ENSURE  
THAT ALL INFORMATION IS COMPLETE & ACCURATE**

The reasons the "to" account(s) are exhausted:

Account 4400: The account is not exhausted.

Account 4710: The account is not exhausted

Transfer is needed for:

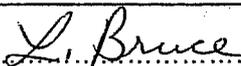
Account 4400: To pay for unanticipated repairs to Town equipment resulting from snow removal due to the February blizzard.

Account 4710: To pay for phone service through the end of the 2012-2013 Fiscal Year.

The effect on the "from" account(s):

A sufficient balance will remain in the accounts to meet the remaining expenses.

APPROVAL



FINANCE OFFICE USE

DATE:

2/28/2013

## Beth Gaudiosi

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**From:** Debbie Slater  
**Sent:** Thursday, January 24, 2013 4:26 PM  
**To:** Beth Gaudiosi  
**Subject:** Emergency plan

To: Registrars of Voters & Town Clerks  
From: Legislation and Elections Administration Division  
Date: December 19, 2012  
Re: **Emergency Plan Regulations**

In accordance with Connecticut General Statutes § 9-174a, "Emergency contingency plan for elections. Model plan," the Secretary of the State has promulgated regulations for a model emergency plan to cover emergencies that could occur during an election. This plan was passed by the Regulation Review Committee on September 28, 2012 which is also the effective date of the regulation.

The registrars of voters in consultation with the town clerk are to create a similar plan for their respective municipality. This plan must cover at least the following contingencies:

- (1) Solutions for ballot shortages;
- (2) Strategies to implement in the event of
  - (A) A shortage or absence of poll workers,
  - (B) A loss of power,
  - (C) A fire or the sounding of an alarm within a polling place,
  - (D) Voting machine malfunctions,
  - (E) A weather or other natural disaster,
  - (F) The need to remove a poll worker or moderator and to replace such worker or moderator, and
  - (G) Disorder in and around the polling place.

The plan created shall be submitted to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen, for approval six months after the effective date of the Secretary of the State's model plan. Upon approval by the legislative body, such plan shall remain on file with the municipal clerk until such plan is amended and approved by the legislative body of the municipality. Please be sure to file a copy of your emergency plan together with evidence of legislative body approval with the Secretary of the State.

As stated previously, the effective date of the Secretary of the State's model plan is September 28, 2012. Therefore, **March 28, 2013** is the deadline for submission of each town's plan to their respective legislative bodies.

If a municipality fails to create and approve an emergency contingency plan on or before **March 28, 2013**, the municipality shall be deemed to have adopted the Secretary of the State's model plan.

For those municipalities that have already adopted an emergency plan prior to September 28, 2012, *and their legislative body has officially adopted such a plan*, they should remember to maintain a copy of the plan with

the town clerk and should forward a copy of the plan together with evidence of legislative body approval to the Secretary of the State.

Lastly, if any emergency plan is ever utilized, a written report must be filed with Secretary of the State within 30 days explaining why the plan was implemented.

Attached is a copy of Secretary of the State's emergency plan and printed below is a copy of the enabling statute.

**Sec. 9-174a. Emergency contingency plan for elections. Model plan.** (a) For each municipality, the registrars of voters, in consultation with the municipal clerk, shall create an emergency contingency plan for elections, primaries and referenda to be held within such municipality. Such plan shall include, but not be limited to, (1) solutions for ballot shortages, and (2) strategies to implement in the event of (A) a shortage or absence of poll workers, (B) a loss of power, (C) a fire or the sounding of an alarm within a polling place, (D) voting machine malfunctions, (E) a weather or other natural disaster, (F) the need to remove a poll worker or moderator and to replace such worker or moderator, and (G) disorder in and around the polling place.

(b) Not later than six months after the adoption of a model plan by the Secretary of the State provided for in regulations adopted pursuant to subsection (d) of this section, the registrars of voters shall submit the plan created under subsection (a) of this section to the legislative body of such municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen, for approval. Upon approval, such plan shall remain on file with the municipal clerk until such plan is amended by the registrars of voters, in consultation with the municipal clerk, and approved by the legislative body of the municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen. If, not later than six months after the adoption of a model plan by the Secretary, a municipality fails to create and approve an emergency contingency plan, the municipality shall be deemed to have adopted the model plan adopted by the Secretary.

(c) Any municipality that activates the emergency contingency plan established pursuant to this section shall provide a written report concerning the activation of such plan to the Secretary of the State not later than thirty days after such activation. Such report shall include the reason for such activation as well as the procedures in the emergency contingency plan that were activated and the outcome of the activation of such plan.

(d) The Secretary of the State shall adopt regulations, in accordance with the provisions of chapter 54, as the Secretary deems necessary to implement the provisions of this section. Such regulations shall include a model plan that municipalities may adopt.

Dolores C. (Debbie) Slater, CMC  
Wolcott Town Clerk  
10 Kenea Avenue  
Wolcott, CT 06716  
203.879.8100 x 115



# Wolcott Emergency Elections Procedures

## Overview

This plan provides guidance to election officials—at the polls and in the Registrars of Voters office at the Wolcott Town Hall—for actions to be taken in case of various emergencies on Election Day when school is not in session. As required by state law, this plan is approved by Wolcott’s Town Council, and has been submitted to the Secretary of the State (SOTS) for approval. Review of emergency protocols will be included in the state-mandated training required of elections workers before every election.

The plan addresses the following Election Day emergencies:

- ballot shortage
- shortage of poll workers
- power outages
- fires and fire drills
- bomb scares
- voting machine malfunction
- disorder at the polling place/acts of violence/intimidation
- weather emergencies or other natural disasters
- injuries at polling places
- removal of poll workers

In each case, the plan provides guidance to election officials and resources for handling each situation.

## **Assessment of the Polling Place**

As part of their normal preparation before Election Day, the Registrars of Voters should conduct an assessment of each polling place. This assessment should include the following steps:

Locate fire extinguishers/fire alarms. Inform all election officials of their location.

Identify emergency escape routes/exits. Identify a temporary indoor safety location for weather emergencies, such as impending tornadoes.

Identify a predetermined assembly point to be used in the case of evacuation at least 300 feet away from the building and outside of parking areas, if possible.

Assign specific emergency tasks to moderators and assistant registrars for use in any emergency evacuation or relocation.

Identify potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards.

Identify dialing procedures for contacting 911 (Determine whether an outside line requires dialing additional digits such as “9” resulting in 9-911).

Provide emergency supplies to every polling place (flashlights, list of important phone numbers, etc.) and a listing of emergency contact numbers.

Alert moderator to location of defibrillator equipment on site.

Ensure that every polling place has access to cell phones for emergencies.

List current emergency numbers for facility managers or their designated contacts for every polling place, including home/cell numbers. Include a person nearby who has the keys to the building and polling place. (see attached list)

Send a list of polling places to the Wolcott Police, Wolcott Fire Department, and Wolcott EMS before Election Day.

Identify alternate polling places—within each voting district—for emergency relocation and means of transportation of supplies and equipment.

Familiarize all officials with the method of documenting any emergency incident.

# Election Day—General Emergency Procedures

State statutes require that polls MUST be open for voters to vote at 6:00 a.m. Election officials MUST be present by 5:15 a.m.

- **If doors to the polling place are locked**, the moderator should ensure, prior to Election Day, that he has phone numbers for contacting a facility custodian or the custodial management staff. If he cannot make contact with one of the aforementioned individuals, he should contact the registrars and begin following the guidelines set forth for an alternate polling location in the Election Emergency Plans.
- **If election supplies are destroyed**, immediately call the registrars so that new supplies may be furnished.

## Polling Place Evacuation and Emergency Relocation

For safety emergencies—fires, bomb scares, acts of violence—the polling place moderator should immediately contact Wolcott fire or law enforcement emergency services by calling 911. They should also contact the Registrars of Voters' office as soon as possible after reporting incident to 911.

Moderator and assistant registrars should get a headcount of workers and voters in the polling place. Alert all individuals of the emergency circumstances & remind them of the predetermined assembly area. If the polling site must be evacuated, all persons should assemble at a predetermined assembly point at least 300 feet away from the building and outside of parking areas, if possible. The moderator should designate one election official to make sure everyone is evacuated from the polling place and another to check that they are assembled at the meeting area.

After contact with local emergency services, the Registrars of Voters should contact the Secretary of the State and propose an alternate location and method of continuing the election. Complete an emergency polling place report and e-mail/fax it to the Secretary of the State. Registrars must make arrangements to transport the necessary equipment & supplies to the new location.

Before transporting voting machines, the voting machine tenders should note the "Public Counter" number on the voting machine(s), turn off the machine to guard against further voting, unplug, and seal the machine in its transfer case. Secure the voted ballots and checker lists. Roll out ballot bin, gather unvoted ballots and any spoiled ballots, gather checker lists. Moderators may use the big blue metal storage locker to transport supplies.

The moderator should designate an elections officer to list the names of anyone who checked in before the evacuation, but were unable to vote. All ballots of such voters should be collected and marked "SPOILED". If such voters return to vote, they should be issued new ballots and checked off the elections officer's list.

Voters must be notified by the most efficient means possible—Wolcott’s “CT Alert Emergency Notification System”, town website, fliers, television and radio—of any new polling location. Notices should also be posted at and outside the original polling place. Election officials should advise voters they may do one of the following, depending on the circumstances:

- Wait until the building can be re-entered.
- Proceed to the alternate polling place to vote. WHS to Tyrrell, Tyrrell to WHS, Wakelee to Tyrrell. If all 3 schools are unusable, the election will be moved to Town Hall.

One official should stay with the evacuated voters who have been checked in but not yet voted, and voting should recommence (either inside the polling place or at the alternate location) as soon as it is possible and safe. Voters will use own means of transportation to reach the alternative polling place.

If all voters and personnel have been evacuated to a safe location, and only if it is safe to do so, polling place officials should take with them the following:

- Optical scan voting machine turned off (no ender card), sealed, secured, and guarded
- Checker books
- Public counter number recorded from tabulator
- List of voters who checked in but had not voted and moderators’ bag containing election day forms
- Unused ballots, secured
- Voted ballots, either secured in a sealed bag or locked in the ballot bin
- Ballot bins, if feasible
- Personal belongings

## **Resume the election**

The Registrar of Voters—with SOTS approval—may authorize moving the polling to another location if there will be a prolonged or permanent evacuation. In the event relocation is authorized, an election official must leave directions to the new location posted on the doors (post on both regular and handicapped accessible entryways). The directions should indicate the time this polling place was vacated and on whose authority, e.g., *Vacated by authority of the Wolcott Registrars of Voters @2 p.m. To vote, please report to*

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## Specific Emergencies

### Emergency Reproduction of Ballots/Ballot Shortage

- When needed, registrars may make copies of official ballots and request police assistance with delivery to the polling places. Use the receipt contained in the Moderator's Handbook for such emergency delivery.
- Registrars should assure that the correct ballot is delivered to the proper polling place.
- Registrars should remind polling place officials that voted copies of ballots will not be scanned by the tabulator, but should instead be deposited into the auxiliary bin of the ballot bin and hand-counted at the close of the polls, using, as nearly as possible, the method for hand-counting absentee ballots or for performing post-election audits.
- Counting should be conducted in teams of 3 or 4 with two sets of eyes verifying the voter's intent.
- Registrars should provide adequate supplies and separate tally sheets for all hand-counting of ballots.

### Shortage of Election Officials

- **If the voting district is short of election officials**, the moderator should report the shortage immediately to Registrars of Voters so that they can replace the official with a back-up worker. The other election officials must proceed in opening the polls.
- **If the moderator does not arrive at the polling place with keys to the elections supply locker**, any election official present should notify the registrar by 5:15 a.m. The registrars will attempt to reach the moderator at home and, if necessary, will deliver keys immediately to the polling place. If a voter must leave before ballots are available, take voter's name and phone number for contacting later in the day.
- **If weather emergencies make travel impossible for workers**, registrars will arrange for alternate transportation of workers.
- **If the moderator is ill or has a family emergency before the election**, the registrars will appoint an emergency moderator.

### Power Outage

- Contact the Registrar of Voters office. They will attempt to get power restored or auxiliary power provided.
- If possible, contact the custodial or management staff of the polling place.
- Most equipment should remain operational. If a tabulating device becomes inoperable, instruct the voter to deposit his ballot into the auxiliary bin slot on the ballot bin.
- Attempt to find an alternate source of light until power is restored. Meanwhile, use flashlights, provided with your election supplies.
- If feasible, the polling location may temporarily be moved to another area of the building.

### If power cannot be restored:

The registrars—with Secretary of the State approval—may authorize moving the polling to another location. See General Emergency Procedures above. **If the power goes out during the canvass of the election results:** Elections officials—such as assistant registrars—from both major political parties must remain with the ballots, tabulators, and tabulator tapes at all times before moving the election equipment and records to an alternate location.

## **Fire**

- Call 911.
- Evacuate everyone to the predetermined assembly point.
- When evacuation and relocation of the polling place are necessary, follow the General Emergency Procedures, as above.

## **Bomb Threat**

- If a bomb threat is phoned into a polling place, get as much information from the caller as possible. If possible, have another person listen to the conversation. Do not be afraid to ask questions of the caller.
- Call 911 and report everything about the threat exactly as the caller made it to you.
- Notify the registrar's office as soon as possible after calling 911.
- Evacuate everyone from the polling place using the General Emergency Procedures contained in this document.
- The person who received the threat call should document or record the conversation details immediately.
- Registrars of Voters will alert the Secretary of the State as soon as possible.

## **Voting Machine Malfunction**

**If voting equipment malfunctions or is damaged**, immediately contact the registrars' office to determine a plan for using the back-up tabulator or the auxiliary bin. If needed, voted ballots may be placed in the auxiliary bin until the polls close, as instructed by the registrars. Then the ballots will be fed through the counter. Ballots may also be hand counted if necessary.

**If the ballot bin is damaged or missing**, immediately report this to the registrar and use the back-up ballot bin or any sealed container.

**If the registrar's phones are not working**, registrars must contact all moderators to alert them to use their cell phone numbers until further notice.

**If the ballot box fills**, election workers may open the ballot container and empty the ballots with the following safeguards:

- The optical scan ballot bin shall be opened in plain sight of any authorized party representatives or other observers, with ballots sealed in a ballot transfer case, and securely stored.

○ A minimum of two election officers, representing both political parties, shall execute such a transfer of ballots.

**If ConnVERSE system becomes disabled**, use voter registration cards to verify status of voters, request assistance from SOTS or other municipalities.

## **Disorder at the Polling Place/Violence/Intimidation**

As the chief official at each polling place, moderators are authorized, by state law, to preserve the orderly conduct of elections. In performing their duties, moderators may evict from the polling place any person who interferes with the orderly process of voting, prevent unidentified persons from loitering in and within 75 ft of the polling place, and protect the right of voters to cast a ballot in private. Moderators should request any disorderly person to leave the premises. If needed, moderators should call Wolcott Police Department at 911.

## Weather

The registrars should monitor reports of extreme weather conditions prior to elections. Moderators should note weather conditions in the moderator's journal or diary.

- **If extreme weather is predicted before the election**, arrange with custodians or managers of the polling place to have the facility open and the parking lots cleared for voters. Registrars should arrange with the Wolcott Police Department for transport of essential election personnel, based upon availability.
- **If a dangerous, impending condition is predicted from a credible source**, *while* the election is being held, follow the appropriate plans:
  - ❖ In the event of an **earthquake**, evacuate the building using the procedures outlined in this document and assemble at the predetermined evacuation assembly point, if possible.
  - ❖ In the event of a **tornado**, calmly assemble voters and election officials in an internal space away from windows, preferably in an enclosed hallway.
- In the event of **icy/snowy/treacherous walkways**, assign an election official to contact school custodians to keep entrances and exits free of ice and snow. Keep the registrars apprised of conditions and the steps taken to improve those conditions.
- **Flooding before the polls open**: first notify the registrars who will contact the Secretary of the State. The local elections officials must follow the guidelines established in the General Emergency Procedures.
- **Flooding after the polls open**: first inform the registrars. Then follow evacuation procedures.

## Illness, Injury, or Death

- Have an election official call emergency service at 911.
- Make sure that the election official identifies himself, provides the full address of the polling place and the name of the building, gives directions to the polling place, and gives information about the extent of the person's injury.
- In the event of a serious illness, injury, or death, call the registrars' office after completing a call to 911.
- In the event of the sudden, unexpected death of both registrars and their deputies, any assistant registrars—one from each major party—may assume the duties of the registrars. SOTS should be informed of any such events.
- Provide emergency medical treatment to injured persons if trained or when directed by emergency dispatch personnel via the telephone. A first aid kit will be located at each facility for use in the treatment of minor first aid treatment. Do not offer or provide medications (either over the counter or otherwise) or medical instructions to the individual.
- Complete a report after resolution of the incident for the registrars. Record incident in Moderator's diary.

- Do not make any statement admitting guilt or wrongdoing.

### **Removal of Poll Workers**

By state law, the registrars may remove any moderator, checker, tabulator tender, or ballot clerk for incompetence and appoint a competent person to fulfill those duties. Moderators may appoint any elector to serve at a polling place in an emergency situation. Emergency poll workers must take the oath of office before performing duties as elections officials.

# Wolcott Public Schools

Superintendent of Schools  
Joseph P. Macary

154 CENTER STREET • WOLCOTT, CONNECTICUT 06716  
TELEPHONE (203) 879-8183 • FAX (203) 879-8182

Business Manager  
Todd W. Bendtsen, C.P.A.

Director of Curriculum & Professional Dev  
Robert E. Eberle, Ed.D.



Director of Student Services & Alt Programs  
Robin Marino

February 20, 2013

Patricia Najarian  
Registrar of Voters  
Town of Wolcott  
10 Kenea Avenue  
Wolcott, CT 06716

Re: Wolcott Emergency Elections Procedures

Dear Pat:

The emergency contact information for the Wolcott Public Schools' Voter Poll Locations is as follows:

|                        |               |              |
|------------------------|---------------|--------------|
| Superintendent         | Joseph Macary | 203-910-6217 |
| Business Manager       | Todd Bendtsen | 203-910-2441 |
| Facilities Director    | Fran Hubeny   | 203-704-1597 |
| Head Custodian-Tyrrell | Art Lerz Sr.  | 203-704-1602 |
| Head Custodian-WHS     | David Castro  | 203-704-1604 |
| Head Custodian-Wakelee | Kenneth Bly   | 203-704-1603 |

Sincerely,

A handwritten signature in cursive script that reads "Joseph Macary".

Joseph Macary  
Superintendent of Schools



# Wolcott Police Department

225 Nichols Road  
Wolcott Connecticut 06716

Chief Edward L. Stephens  
Chief of Police

Phone 203-879-1414  
Fax 203-879-5243

Wednesday, February 27, 2013

Patricia Najarian  
Registrar of Voters  
Town of Wolcott  
10 Kenea Avenue  
Wolcott, CT 06716

Re: Wolcott Police Department Emergency Contacts

Dear Mrs. Najarian,

The emergency contact information for the Wolcott Police Department is as follows:

|                    |                 |              |
|--------------------|-----------------|--------------|
| Emergency          | 911             |              |
| Edward Stephens    | Chief of Police | 203-494-1480 |
| Domenic Angiolillo | Captain         | 203-704-1218 |

Sincerely,

Edward L. Stephens  
Chief of Police

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# TOWN OF WOLCOTT



TOWN HALL • 10 Kenea Avenue

Wolcott, Connecticut 06716

Tel. (203) 879-8100 • Fax: (203) 879-8105

## RESOLUTION TO ENDORSE WOLCOTT'S PARTICIPATION IN THE NOMINATION OF THE MAD RIVER GREENWAY AS A STATE GREENWAY

WHEREAS The Mad River, its tributaries, riparian corridors, and associated open spaces provide significant benefit to our communities, including groundwater protection, wildlife habitat, connections to hiking trails, and protection of our historic and cultural heritage; and

WHEREAS The Town of Wolcott is actively engaged in the protection of open space along watercourse and/or adjacent to other open space along the watercourses, including acquisition and conservation of large parcels such as Peterson Park, the Woodtick Recreational Area and the proposed Hiking Trail around Scovill Reservoir; and

WHEREAS The blue blazed Mattatuck Trail runs along part of the Mad River in Wolcott, providing ready access to the recreational opportunities along the Mad River, and

WHEREAS Our new Plan of Conservation and Development, effective 12/01/2011, recommends the designation of the Mad River as a State Greenway;

THEREFORE, NOW BE IT RESOLVED by the Wolcott Town Council to hereby support the concept of working to protect open space and natural resources by endorsing Wolcott's participation in the nomination of the Mad River Greenway as a designated state greenway.

Adopted by the TOWN COUNCIL of the TOWN OF WOLCOTT on March 5, 2013.

David Valletta, Chairman  
Wolcott Town Council

Dated at Wolcott, CT on March 5, 2013.

I, Dolores C. Slater, the Town Clerk of the Town of Wolcott, do hereby certify this to be a true copy of the resolution duly adopted at the Town Council Meeting on **March 5, 2013** that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

Dolores C. Slater, Town Clerk

Date

{Town Seal}