Poll Worker Training
Town of Greenwich
Today’s Agenda

- Front Line Duties
  - Greeter
  - ID Checker
  - Official Checker (Paper)
  - Electronic Checker (E-Pollbook Checker, E-Checker)
  - Ballot Clerk
  - Tabulator Tender
- Dismissal / 10 Minute Break
Today’s Agenda

- Moderators & Assistant Registrars
  - Special Cases
    - Inactive Voters
    - Challenge Ballots
    - Provisional Ballots
    - Etc.
  - Moderator’s Return
- IVS
- (Optional) Review of Tabulator
Reminders

- Parking
- Beverages
- Snacks
- Breaks
- Books
- Phones

Masks are required in all town buildings and schools.

- If you are not feeling well shortly before or on election day, please call us to let us know you cannot be a poll worker this election. We will be happy to keep you on the list for the next election.

- Please bring your own food and drinks.
How to Handle the Unmasked Voter

- Direct Any Unmasked voter to the Moderator
- Moderator will offer the voter a mask.
- If the voter refuses a mask, the goal is to have them vote as quickly and with as little attention and fuss as possible. The Moderator will take the voter to the front of the line. The voter will go through the check-in process, vote and exit the polling place.
- Important to know, the Secretary of the State of Connecticut has made clear voters without masks can vote.
Poll Worker Training
Polling Place Access
Who can be in a polling place

- Poll Workers
- Voters (while voting)
  - Minor children of a voter
  - Persons assisting a voter
    - No candidate may assist a voter
    - No employer may assist a voter
    - No union rep may assist a voter
  - A voter may request assistance from anyone else.
Who can be in a polling place

- Representative of the Secretary of the State
- Members of the Press
  - Must identify themselves to Moderator
  - May not take any pictures which can identify how a voter is voting.
  - Must honor a request from a poll worker not to have their picture taken.
  - May not interfere with the free flow of the election (*provides Moderator with discretion)
Who can NOT be in a polling place

- Candidates (except while voting)
- “The entourage”
  - Ex: Federal candidate brings local municipal officials with them for photo op. Suddenly the whole group is within the 75 foot barrier.
- Party officials who want to “thank the poll workers”.
Other considerations

- Bake Sales
  - Pre-Approved by Registrars
  - Designed to not disturb the voting process
- Exit Polling
  - If the entrance & exit doors are the same then exit polls can only be done outside of the 75 feet markers. (This is the case in all 12 of our polling places).
Other considerations
Half-Day Poll Workers

- Sec. 9-258 (c) No election official shall perform services for any party or candidate on election day nor appear at any political party headquarters prior to eight o'clock p.m. on election day.
We Enforce Election Laws, Not Fire Laws or Health Codes.

- Asbestos abatement in polling place
  - Posted as dangerous environment for young children
- Poll workers discouraged voter from entering polling place
  - Offered curbside voting - voter refused
  - Eventually rolled tabulator outside so voter could place ballot in tabulator.
- SEEC found poll workers “guilty”.
  - As an election official, your job is to enforce election laws.
  - School, police, and health department should have been monitoring for safety issues. Our job is to allow any eligible voter to cast their ballot.
Poll Worker Training

ID Checker - Responsibilities

Town of Greenwich
ID Checker

- 1st Goal - Verify **identity**, not residency
- 2nd Goal - Keep the line moving

Ask the voter to announce their street number and street name, and **then** ask them to announce their name.
ID Checker

- Ask the voter if they have an ID.
  - “To speed up the voter check-in process do you have an ID with you?”
  - **OK** to provide other forms of ID besides driver’s license.
    - Any pre-printed form of ID which shows
      - Name and Address
      - Name and Signature
      - Name and Photograph
    - Electronic copies of utility bills which can be downloaded in front of poll worker are acceptable. Must be downloaded, not just a picture.
    - Examples: CT Driver’s license or State-Issued ID, Florida Driver’s License, utility bill, bank statement, college ID, credit card.

Remember, you are verifying identity, not residency. Address may differ.
In most cases, a person can vote even if they do not have ID.

Only Moderators should deal with this situation.

Regular poll workers who give out the wrong information, you will not be invited back.

Anyone who says they do not have ID or do not want to show ID should be referred to the Moderator. DO NOT ENGAGE with the person.

Moderator will provide a form/affidavit.

- Form/affidavit allows voter to sign/swear that under penalty of false statement that they are the registered voter whose name appears on the official checklist.
VOTER IDENTIFICATION REQUIREMENTS

As prescribed by Connecticut General Statutes §9-261 below are the voter identification requirements for a STATE ELECTION.

When a registered voter enters the polling place, they shall announce their street address, if any, and their name to the official checker(s) in a tone sufficiently loud and clear as to enable all election officials present to hear the same.

A. Most registered voters shall present to the official checker(s) either:
   a. A Social Security card;
   or
   b. Any preprinted form of identification which shows the registered voter’s:
      i. name and address, or
      ii. name and signature, or
      iii. name and photograph
   or
   c. Sign a statement under penalty of false statement that they are the registered voter whose name appears on the official check list.

B. Each voter who registered to vote by mail for the first time and did not provide identification with their application, shall present to the official checker(s) either:
   a. A current and valid photo identification that shows the registered voter’s name and address;
   or
   b. A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the registered voter.

Used when any federal candidate on the ballot.
Usually even-numbered years.
Acceptable ID Requirements (*) - Federal Elections Only

- First-Time Registrants/Voters
  - Additional Requirements under Help America Vote Act (HAVA). Must supply the following when registering, or before voting for the first time.
    - A current and valid photo identification that shows the registered voter’s name and address
    - OR
    - A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the registered voter.
Address Confidentiality Card

- Always Counts As Acceptable Proof Of Identity
- Voters appear at back of the book
- Can go to any line in the polling place
Drive-Only Licenses

- NOT Acceptable Form of ID
- The words “Not for Federal Identification” are not the indicator.
- Look for DO
Drive-Only Licenses
New Licenses

DL indicates Driver License and is acceptable form of ID.

Only DO indicates an unacceptable form of ID.
Tally Sheet

Tally Sheets are in the back of the checker books. Please ask the checker to pull out and give it to you.

Note: There is a special tally sheet marked for ballot clerks. Do not take that one.

<table>
<thead>
<tr>
<th>Start</th>
<th>Time</th>
<th>Total for Hour</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00AM</td>
<td>7:00AM</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>7:00AM</td>
<td>8:00AM</td>
<td>9</td>
<td>17</td>
</tr>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Official Checkers

- Trained separately in a one-hour class
- Locate purple highlighters in Official Checker envelope before the polls open.
- Voter Scenarios
  - Standard Check-Off - 92%
  - Inactive Voter - 3%
  - Voter Moved into District - 2%
  - Provisional Ballot - .25%
  - Challenged Ballot - .001%
Un-Official Checkers
aka Electronic Checkers

- Trained separately in a one-hour class
- Have complete voter lists on their computers
  - Useful for finding party of a registered voter in primary disputes
- If a computer goes “down” remind paper checker that they should begin using a purple highlighter to highlight names of voters. Check-offs can resume when the computer is back online.
Ballot Clerks

- Set Up your Table
  - Sample Ballot
  - Ballot Instructions
- Obtain Ballot Worksheet from Moderator
- Obtain 1st Package of Ballots from Moderator
  - Count # of packages of ballots in the black bag
  - Inspect Ballots
  - Approximately 100 per package
  - Recently (2020) we had about 45% of districts who reported ballots stuck together.
  - There will also be excess “absentee ballot”-style ballots available for use.
- Verify the correct ballots for your line/district
- Get Tally Sheet from back of Official Checker’s book
### Ballot Clerks

**BALLOT CLERK Tally Sheet - Please gently remove from book and use to keep track of hourly counts.**

<table>
<thead>
<tr>
<th>Start</th>
<th>Total for Hour</th>
<th>Total to Date</th>
<th>Spoiled Ballots Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00AM</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>7:00AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00AM</td>
<td>9</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ballot Clerk Duties

- During the Day
  - Hand Out Ballots
    - Explain to the voter importance of keeping ballot dry.
    - Offer voter instructions on how to fill out the ballot
    - Provide every voter with a privacy sleeve
  - Spoiled ballots must be placed in spoiled ballot envelope which must be sealed at the end of the day.
  - Abandoned ballots must be placed in abandoned ballot envelope which must be sealed at the end of the day.
results came in slowly, a result at least partly attributed to wet ballots that clogged optical scanners. officials said some voters, wet from torrential rains, inadvertently dampened ballots as they filled them.

“We had, believe it or not, wet ballots,” said secretary of the state denise merrill, a democrat and one of just two statewide constitutional officers seeking re-election. “we’re telling them, ‘get out your hair dryer, dry them off, put them back through.’ but in some cases thousands of ballots may have to be hand-counted.”
Ballot Clerk Duties

- Hand Out Ballots
  - Explain to the voter importance of keeping ballot dry.
  - Offer voter instructions on how to fill out the ballot
  - Provide every voter with a privacy sleeve
  - Provide replacements for spoiled ballots **ONCE YOU HAVE RECEIVED BACK THE SPOILED BALLOT.**
Spoiled Ballot
Abandoned Ballot

<table>
<thead>
<tr>
<th>PARTY</th>
<th>1E</th>
<th>2E</th>
<th>3E</th>
<th>4E</th>
<th>5E</th>
<th>6E</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPUBLICAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romney and Ryan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda E. McMahon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Obsitnik</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Scott Frantz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Livvy Floren</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fred A. DeCero, III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMOCRATIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obama and Biden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christopher S. Murphy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Himes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Dauplaise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Blankley</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon B. Vecchiolla</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKING FAMILIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christopher S. Murphy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Himes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDEPENDENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson and Rodriguez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda E. McMahon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State of Connecticut Official Ballot
Greenwich Connecticut
State Election
November 6, 2012
1. Total number of ballot packages in sealed black bag: 8

2. Total number of ballot packages delivered after the opening of the polls: 0

Total number of ballot packages received (1 + 2): 8

3. Total number of ballot packages opened during the election: 7

4. Total number of ballot packages that remain unopened at the close of the polls: 1

The totals of sections (3) and (4) when added together should equal to “Total number of ballot Packages received”

Total number of loose ballots remaining at the close of the polls: 35

Total number of spoiled ballots: 16

Total number of abandoned ballots: 0

BALLOT CLERK

Lynn Giacomo

Ruby Durant
Tabulator Tenders

- Last line of defense against a wet ballot
- Maintain distance of 4 feet from tabulator
- Keep a spare privacy folder to block your view of a voted ballot
- Hand out stickers, do not slap them on the voter
Tabulator Tenders
Wet Ballots

Double breakdowns in New Haven’s elections Tuesday have thrown the city’s vote-count into chaos — and prompted Republican gubernatorial Bob Stefanowski to go to court to segregate some of the city’s ballots.

The chaos stemmed from two separate developments during Election Day voting.

One was the malfunctioning of voting machines. Apparently, voters still dripping from the rain filled out wet ballots, which then broke tabulating machines. After the polls closed at 8 p.m., moderators were unable to count and announce results in precincts all over town because of the broken machines, including in Dwight’s Ward 2, the Hill’s Ward 4, East Rock’s Ward 9, Dixwell’s Ward 22, Edgewood’s Ward 24, and Westville’s Ward 25 and Ward 26.

Officials were getting conflicting instructions about whether to count segregated ballots by hand, wait for new machines to arrive to count them or bring the ballots down to the Hall of Records for tabulation.
Error Messages

- Ballot not read, please re-insert
  - Have the voter try feeding the ballot in a different direction. If the ballot is rejected again, the voter can decide to get a new ballot and try again.
  - Old ballot is returned to the ballot clerk in exchange for the new ballot.
Error Messages

- Blank voted card
  - Ask the voter if they completely filled in the ovals, because the machine is not recognizing any votes.
  - Inform the voter the machine is not programmed to accept blank ballots.
  - If voter insists on voting a blank ballot, ask them to insert in the auxiliary bin, for manual tallying at the end.
    - Inform moderator of attempt to vote a blank ballot.
Error Messages

- Overvoted race  (race name will be specified)
  - The machine tender shall ask the voter to recheck the ballot to be sure that they did not vote for more than the allowed number of candidates for the office identified by the tabulator.
  - Offer the voter a new ballot
  - If voter doesn’t want a new ballot, instruct them to place the ballot in auxiliary bin for manual counting. Any overvoted race will not be counted.
Error Messages

- Invalid ballot, see official
  - Usually means the wrong ballots are being handed out in the polling place.
  - Please inform moderator immediately.
  - Stop processing ballots. Do not allow in auxiliary bin.
Error Messages

- Counted ballot jammed in reader
  - Call the moderator
  - Moderator will separate the tabulator from the black box and let the ballot fall into the bin with the other ballots.
Error Messages

- Returned ballot jammed in reader
  - Call the moderator
  - Moderator will separate the tabulator from the black bin and carefully retrieve the ballot. Do not let it fall into the ballot bin.
  - Moderator reassembles tabulator and black box and instructs the voter to re-insert ballot.
Fleeing Voters & Abandoned Ballots

- Abandoned ballots are ballots where the intent of the voter to complete the process is uncertain
  - Ballots left in privacy booths
- Fleeing voter - someone whose ballot arrived at the tabulator but voter exited before ballot was accepted.
  - Only instance where it is acceptable for tabulator tender and moderator to push the ballot into tabulator.
  - Otherwise, ballot should be considered abandoned and return to ballot clerk as a spoiled ballot.
Dismissal and Break
Moderators & Assistant Registrars

- **Moderators**
  - Chief Polling Place Official
  - In charge of maintaining the order of the polling place
  - Payroll, Results, Paperwork

- **Assistant Registrars**
  - Representatives of the Registrars
  - Issues with Registration Lists
Moderators & Assistant Registrars

Reality

- Moderators and Assistant Registrars should divide their duties such that the work gets done as effectively as possible, with individuals focused on what they do best.

- Examples:
  - AR focused on Moderator’s Return
  - AR who relieves Poll Workers
  - AR checks 75ft signs and polices privacy booths
Moderators & Assistant Registrars

Setup of Polling Place

- American Flag
- Posters on the Walls
- Sample ballot on the table.
- IVS, including SAR printing setup confirmation
- At least one handicapped booth
- Ballot Pens
- SAR’s should be there until dismissed. At least 6:30am.
Moderators & Assistant Registrars

More Setup

- BOTH Tabulators should be set up. Place black trash bag over spare so it is ready to go if needed.
- Know where the 3 tapes go
  - 1. With moderator return
  - 2. One on the wall
  - 3. One in the bag with the used ballots
Absence Ballots

- If a voter has mailed in, dropped into ballot box or turned into Town Clerk their absentee ballot, they have voted by absentee ballot and cannot vote at the polling place.
- Voters arriving after 10AM may not vote in person.
- Voters may not drop off absentee ballots at polling places.
- If a voter has an absentee ballot for someone else, they should call the Town Clerk to get instructions on how to handle it.
- If a voter has their own absentee ballot with them but they wish to vote at the polling place, ask them to take the absentee ballot to their car and destroy it when they get home and they may proceed to vote at the polling place.
Inactive Voters

- Yellow List
- Inactive voters **must** fill out new VR card
- In the primary, they **must** select the same party as current registration.
- Unaffiliated voters **may not be restored** on primary day.
- Paper is official. Electronics are not. OK to check for inactive electronically, but must verify and cross off on paper inactive list.
Moderators & Assistant Registrars

Transfer A Voter

- At the new polling place
  - Call old polling place to verify voter has not voted
  - Voter **MUST** fill out new registration card
  - Instruct Official Checker to write name in book and cross it out
  - Electronic checker will require password and authorization
Moderators & Assistant Registrars

Transfer A Voter
- At the “old” polling place
  - Receive call from new polling place and verify the voter has not voted.
  - Instruct Official Checker to write DEL next to voters name. DO NOT CROSS OUT Voter
  - Electronic checker does nothing.
Moderators & Assistant Registrars

Challenge Ballot

- Anyone in the polling place may challenge another voter.
  - Grounds for challenge:
    - 1. Identity (Elector is NOT who he claims)
    - 2. Disfranchisement for a felony
    - 3. Lack of bona fide residence in district
- Voter is on the voter list.
- Moderator makes a decision as to whether voter may vote regularly or using a challenge ballot
- Follow instructions in manual.
- Registrars may ask you to challenge a voter, but decision to allow voter to proceed is made by moderator after hearing explanation from the voter.
Moderators & Assistant Registrars

Challenge Ballot

- Official Checker marks CB next to voter’s name, and DOES NOT CROSS NAME OFF.
Moderators & Assistant Registrars

Provisional Ballot
- Usually issued to people who are not on the active list or inactive list.
- Can be issued in addition to a challenge ballot.
- Only available in federal elections AND federal primaries and for the federal offices on ballot.
- Voter is given a receipt, and ballot envelope is numbered.
Moderators & Assistant Registrars

Provisional Ballot

- Official Checker marks PB next to voter’s name, and DOES NOT CROSS NAME OFF.
Moderators & Assistant Registrars

Curbside Voting

- For those temporarily disabled
- 2 polling place officials, typically two Assistant Registrars, but at minimum different parties
- Bring ballot, AND privacy sleeve
**Moderators & Assistant Registrars**

**IVS Machine**
- Will be set up by Special Assistant Registrar
  - Small notebook computer
  - Touch Screen and small numeric keypad
  - Headphones
  - Laser printer
- Instructions in Moderator Binder
- **NEW:** Pay attention to privacy- Do not orient the computer screen so it can be seen by the whole room
- IVS **DOES NOT** need to be near a phone line anymore.
Moderators & Assistant Registrars

- Safety of Poll Workers paramount
- Recovering the materials of the election is a secondary concern.
- Call 911 and then Registrars.
Moderators & Assistant Registrars

*Moderator* is the go-to person in the event of an emergency.

In the event moderator is unavailable or otherwise incapacitated, both *Assistant Registrars* should know where the Moderator Notebook is with all relevant phone numbers.
The **tabulator tender** is responsible for the tabulator. It can be unplugged and rolled out of the building.

The **ballot clerk(s)** is responsible for all loose ballots which are not in the hands of voters.

The **ballot clerk(s)** is responsible to note all voters who have been checked but have not yet voted.

The above tasks shall be completed in the event of an emergency, **only if time and conditions permit**.
Moderators & Assistant Registrars

- Safety of Poll Workers paramount
- Recovering the materials of the election is a secondary concern.
Moderators & Assistant Registrars

Stuff we’re missing?...
Moderators & Assistant Registrars

Polls close at 8p.m.
- If there is a line of people waiting to vote, place a poll worker at end of line.

All observers should be inside before 8p.m.
Do not prevent entry of someone who shows up at 8:15p.m. and wants to observe remainder of process.
Moderators & Assistant Registrars

How to Handle Hand Counted Ballots

Please check all bins in tabulator before putting through the Ender Card.

Any ballots which do not require hand counting should be placed through the tabulator. Ballots which require hand counting have marks of intent which cannot be recognized by the tabulator.
Moderators & Assistant Registrars

**Hand Counted Ballots**

- Two election officials from different parties or factions count them
- If the officials do not agree, the moderator decides
- Voter intent controls – Two must agree
- If intent can’t be determined for one race, the other races are still counted
- Only votes for Registered Write-in candidates are counted, unless the name written-in appears on ballot
- Multiple votes for same candidate in same race is okay, but count as just one vote
MODERATOR’S RETURN

1. Certificate of Administration of the Oath
2. Report for Pre-Election Testing
3. The Certificate for Opening of the Polls
4. The Official Checkers Certificate
5. Ballot Log Worksheet
6. Certificate for Closing of the Polls
7. Write-In Ballots for Registered Write-In Candidates*
8. Tally Sheets

The **ORIGINAL**, with the long tabulator tape including the opening totals printed before the polls opened and the closing totals printed after the polls closed, should be attached to the Tally Sheet and returned by the Moderator to the Registrars of Voters together with the **“END OF ELECTION”** Envelope.

**RED – Verify Info**
**Yellow – Fill In Info**
**Blue – Sign Here**

* Not applicable in a primary
CERTIFICATE OF ADMINISTRATION OF THE OATH

We, the undersigned election or primary officials, certify that the Moderator at the time and place listed below administered the oath before commencing with our duties at the above listed election or primary.

### ALL OFFICIAL POLLWORKERS

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Q. Public</td>
<td>Ballot Clerk</td>
<td>John Q. Public</td>
<td></td>
</tr>
<tr>
<td>Election Day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I administered the oath to the above-listed election/primary officials.

I.M. Moderator       Today

M. Moderator         DATE
REPORT FOR PRE-ELECTION
TABULATOR AND MEMORY CARD TESTING

We, the undersigned Registrars of Voters and other persons present, certify that pre-election testing was conducted on the following voting tabulators at the following date and time, and that each tabulator was test voted with sample ballots and found to be working properly. We further certify that the candidate, question, and public counters were set back to zero after such pre-election testing.

<table>
<thead>
<tr>
<th>Outer Door Seal #</th>
<th>Inner Compartment Seal #</th>
<th>Ballot Bag Seal #</th>
<th>Tabulator Seal #</th>
<th>Memory Card #</th>
<th>Back of Tabulator Seal #</th>
<th>Back of Tabulator Seal #</th>
<th>Side of Tabulator Seal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1407985</td>
<td>1407955</td>
<td></td>
<td></td>
<td></td>
<td>2999393</td>
<td>046792</td>
<td>2999394</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2999276</td>
<td>046786</td>
<td>2999275</td>
</tr>
</tbody>
</table>

REGISTRARS OF VOTERS

DATE & TIME OF PUBLIC TABULATOR TEST
APRIL 7, 2016 - 10am

Sharon Vecchiolla
REGISTRAR SIGNATURE

Fred DeCaro III
REGISTRAR SIGNATURE

OTHERS PRESENT AT TABULATOR TEST

Michael Aurelia
SIGNATURE

Carmella Budkins
SIGNATURE

TOWN CLERK
RECEIVED
CERTIFICATE FOR THE OPENING OF THE POLLS

<table>
<thead>
<tr>
<th>Election in a Box Seal #</th>
<th>Tabulator Seal #</th>
<th>Ballot Bag Seal #</th>
<th>Number of Ballot Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1407985</td>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**MODERATOR**

*I.M. Moderator*  
Election Day  
6:00AM

**ASSISTANT REGISTRARS**

*A. Registrar*  
*A. Registrar*

---

We, the above signed Election Officials certify that the Moderator appeared at the office of the Registrar of Voters not later than 8pm of the day before the election or primary and received a copy to the "Report for Pre-Election Tabulator & Memory Card Testing" and other supplies necessary to conduct the election or primary that was not previously delivered.

We further certify that, before the polls opened, the seals located on the tabulator were unbroken and were the same seals recorded on the "Report for Pre-Election Tabulator and Memory Card testing," and the each tabulator in use was prepared for voting in accordance with the opening procedures in the Moderator's Handbook (Appendix D).

We further certify that, before the polls opened, the tabulator was turned on and produced a tape correctly stating the Town, State, Date, Voting District, Offices, Candidates Names, and questions on the ballot; and setting forth a “write-in” line for each office group, a “Ballots Cast” total of “0000.” We further certify that the display on the front of the tabulator showed the voting district number and a count of “0”.

**OFFICIALS DELIVERING SUPPLIES**

We, the election officials assigned to the above named voting district for this election do hereby acknowledge receipt from the Registrars of Voters of the Blue Election Storage Carrier which bears the Seal number listed above and delivered them directly to the designated secure location for that polling place.

*D.P.W. Delivery*  
D.P.W. Delivery  
11/1/2016  
9:00AM
OFFICIAL CHECKERS CERTIFICATE

TO BE COMPLETED BY THE OFFICIAL CHECKER AND ASSISTANT REGISTRARS

A  Total number of names on the Official Check List including Supplemental List at Close of Polls
   Line 4 from Checker Book Worksheet
   2345

B  Total number of names checked on the Official Check List as having voted in person
   Line 6 from Checker Book Worksheet
   1634

C  Total number of names checked on the Official Check List as having voted by Absentee Ballot
   Line 5 from Checker Book Worksheet
   212

D  Total number of Votes (B + C)
   Add Line 5 & 6 from Checker Book Worksheet
   1846

We hereby certify the above numbers.

OFFICIAL CHECKER – RECAP CLERK

O. Checker

SIGNATURE

ASSISTANT REGISTRARS

A. Registrar

SIGNATURE

A. Registrar

SIGNATURE
# BALLOT LOG WORKSHEET

1. Total number of ballot packages in sealed black bag | 8
2. Total number of ballot packages delivered after the opening of the polls | 0

**Total number of ballot packages received (1 + 2)**

| 8 |

3. Total number of ballot packages opened during the election | 7
4. Total number of ballot packages that remain unopened at the close of the polls | 1

The totals of sections (3) and (4) when added together should equal to “**Total number of ballot Packages received**”

Total number of loose ballots remaining at the close of the polls | 35
Total number of spoiled ballots | 16
Total number of abandoned ballots | 0

---

**BALLOT CLERK**

<table>
<thead>
<tr>
<th>Lynn Giacomo</th>
<th>Ruby Durant</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td>SIGNATURE</td>
</tr>
</tbody>
</table>
CERTIFICATE FOR THE CLOSING OF THE POLLS

We, the undersigned Election Officials certify that after the polls were closed, the voting tabulator was closed and secured against further voting in accordance with the closing procedures in the Moderator's Handbook, Appendix D.

We further certify that the memory card seal on the front of the tabulator had not been broken.

We further certify that the Moderator fed all remaining ballots that were eligible to be counted by tabulator into the tabulator for processing.

We further certify that the tabulator thereupon produced an “Election Results Report” setting forth: the town, voting district, election date and vote totals for each candidate and question on the ballot.

We further certify that after all ballots that could be fed into the tabulator were processed, the number on the front of the tabulator is as recorded below.

We further certify that the ballot transfer cases, tabulator memory card seal, inner ballot storage cabinet, and outer election in a box seal number are as recorded below.

Once all votes for each candidate and question have been counted either by tabulator or by hand all vote totals we recorded on the tally sheet and all final vote totals for each candidate and question were announced by the Moderator to all those present.

Public Counter After All Ballots Processed

1634

<table>
<thead>
<tr>
<th>Tabulator (s) Seal #</th>
<th>Ballot Transfer Case(s) (Black Bag) Seal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(same as morning)</td>
<td>new seal</td>
</tr>
<tr>
<td>new seal</td>
<td>new seal</td>
</tr>
</tbody>
</table>

MODERATOR

I.M. Moderator

SIGNATURE

ASSISTANT REGISTRARS

A. Registrar

SIGNATURE

A. Registrar

SIGNATURE
## Write-in Votes for Registered Write-in Candidates

If more space needed, attach & sign additional sheets like this form.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Office</th>
<th>Tabulator Vote</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Bolton</td>
<td>Mayor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                  |        |                |       |
|                  |        |                |       |

|                  |        |                |       |
|                  |        |                |       |

|                  |        |                |       |
|                  |        |                |       |

|                  |        |                |       |
|                  |        |                |       |

|                  |        |                |       |
Don’t Forget

- Blue bins must be locked and sealed (inner compartment AND outer lock).
- Verify the seal numbers when breaking seals to enter compartments or blue bin.
Monday Night Before An Election

- Email “Supplemental List”
  - Lots of people who registered or chose a party since we printed the books
  - Please print out and give to your paper checkers.
- Email Additional Absentee Ballots which must be checked off with Blue ”A”’s in checker books.