

TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF SELECTMAN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

Board of Selectmen
Regular Meeting Minutes
Thursday, March 14, 2019
6:30pm Clifford B. Green Memorial Center

Present: Rick Ives, Joe Voccio, Wayne Jolley and Melissa Bradley; Recording Secretary

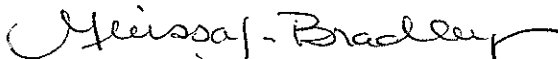
Also Present: Ken Dykstra, Lou Brodeur and Sandy Brodeur

1. **Call to Order:** Mr. Ives called the meeting to order at 6:30pm.
2. **Approve Minutes:** Joe Voccio made a motion to approve the minutes of 2/28/19 as presented. Wayne Jolley seconded the motion. Mr. Ives states he has not completed the minutes of 3/2/19, they will be on the next agenda. Motion passed 3-0.
3. **Public Comment:** None
4. **Appointments**
 - **Conservation:** Joe Voccio made a motion to appoint Carolyn Teed-Ives as a regular member to the Conservation Commission with a term expiring 1/26/2021. Wayne Jolley seconded the motion. Motion passed 2-1 abstain (R. Ives)
 - **Recreation:** Mr. Allen has not been reachable to confirm his reappointment. Wayne Jolley made a motion to table this item. Joe Voccio seconded the motion. Motion passed 3-0.
 - **WPCA:** Joe Voccio made a motion to reappoint Bob Kelleher to WPCA as a regular member with a term expiring 3/01/2024. Wayne Jolley seconded the motion. Motion passed 3-0.
5. **Discussion on 2018-19 Financials:** Financials are on target; the auditor is almost done. Taxes are on task. Mashentucket funds should be on their way; recording fees are behind.
6. **Discussion on 2019-20 Budget:** Changes have been updated and the reports were sent to the Selectmen. Once a new finance director is hired, the salary will be shared between the Town and the School. Mortlake budget request was increased. Hooker and Holcombe still have not completed the necessary reports.
7. **Update on Paving/Drainage:** The paving schedule needs to be reevaluated because of all the water and damage done to streets. Darby road will be the first one done as soon as the asphalt plants open.

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2019 MAR 19 AM 10:36
RECORDED VOL. PAGE
Maria O'Malley
TOWN OF BROOKLYN

8. **Discussion on Budget Meeting Schedule:** There will be budget workshops on Saturday March 23rd & March 30th. They will be held at the Clifford B. Green Memorial Center in hopes of more public participation. Mr. Simons will be present at one of the meetings to discuss EDC.
9. **Discussion on Registrars Emergency Plan:** This plan is in place if an election is disputed. The Selectmen will review and discuss at the next meeting.
10. **Calls for Service:** No discussion
11. **Approve Bills:** Wayne Jolley made a motion to approve bill voucher #1085 in the amount of \$153,610.20. Joe Voccio seconded the motion. Motion passed 3-0.
12. **Other Business:** None
13. **Public Comment:** Sandy Brodeur suggests listing the discussion with Bob Simons on the agenda because she thinks many people would be interested in attending that meeting. Mr. Ives will see about advertising more.
14. **Adjourn:** Joe Voccio made a motion to adjourn the meeting. Wayne Jolley seconded the motion. Meeting adjourned at 7:00pm.

Respectfully Submitted;



Melissa J. Bradley
Recording Secretary

TOWN OF BROOKLYN

REGISTRARS

EMERGENCY PLAN



Edition 08/02/2018

Approved Board of Selectman on **//******

BROOKLYN REGISTRARS EMERGENCY PLAN

I. Loss of Power during Election

- A. Registrars plug the tabulator scanner into the fully charged UPS battery pack which is plugged into an appropriate electrical outlet at the polling place prior to each election. (Registrars must leave both UPS battery packs plugged into electrical outlets in Registrar's Office at all times when not in use to ensure UPS batteries are fully charged for elections.)
- B. The Brooklyn Middle School – the primary Polling Place - has an automatic backup generator. Lights and electricity should immediately come on upon loss of power. Electors continue placing ballots in the tabulator scanner.
- C. If all backup power sources fail, Registrars at the polling place will notify the Registrars at the Town Hall of the complete power failure; then obtain from their supply box a sufficient backup quantity of battery flashlights for safety lighting and electors will continue to vote and place their ballots in auxiliary bin. Manual count at end of night.
- D. Registrars will call electrical company to report outage at the Polling Place to determine what action needs to be taken to resume power.
- E. Registrars will contact the School Electrician and/or the First Selectman to determine who from the town can assist with the power outage.

II. Sounding of Fire Alarm or Security Threat

- A. Moderator should immediately get a headcount of workers and electors in the polling place and dial 911.
- B. Poll workers direct electors to emergency exits.
- C. Registrars stand at emergency exits and collect uncompleted ballots not placed in ballot box. If time permits, registrars have electors write their names on a sheet of paper prior to collection of the uncompleted ballots. (No elector to leave building with a ballot.) These ballots are marked spoiled.
- D. Poll workers will direct electors to safe location on the property, designated as the grass area on front side of building and/or the asphalt lot on the northerly side of the building.
- E. Moderator notes number of counted ballots on tabulator and unplugs it.
- F. If time permits and safe to do so, prior to exiting building: moderator rolls out tabulator and box; checkers exit with their lists; ballot clerk takes remaining ballots
- G. If false alarm, once fire department clears the building safe to be re-entered, the moderator and poll workers re-set for the election. Electors are then allowed to enter building and continue voting. Electors who had their ballot spoiled on the way out will be issued a new ballot. If electors did not have time to identify themselves when releasing their uncounted ballot, prior to issuance of new ballot electors complete Form 6, Erroneously Checked Off List.

III. Fire at Polling Place on Election Day

- A. Refer to #II – A through F.
- B. Call Secretary of State to propose alternate voting location.
- C. Preferred new polling area is the Brooklyn Elementary School Gymnasium.
- D. Voters will be notified of new polling place by sign posted outside original polling place, town website and local radio station WINY.
- E. Registrars must make arrangements to transport the necessary equipment and supplies to the new location. Refer to emergency town hall phone numbers attached to this report for contacts.
- F. Prior to transport, the tabulator must be sealed in a transfer case, secure the voted ballots and checker lists in a transfer case.

IV. Polling Place Destroyed Prior to Voting Day

- A. Registrars are to keep election material, such as official lists, tabulators/tabulator cards and ballots in fire proof cabinets in the town hall.
- B. If election material is destroyed, preparation of reports can be produced at a neighboring town. Tabulator and tabulator box can be borrowed from SOTS or neighboring town.
- C. Notify LHS of lost tabulator card and have them produce new card and new ballots if time permits. If not, registrars produce manual ballots and hand count at end of night.
- D. Refer to Item #III, B through F.

V. Severe Weather Alert or Natural Disaster

Refer to #I – A through E.

- A. Registrars arrange alternate transportation for essential election personnel by contacting the Town of Brooklyn emergency workers or the State Police.
- B. Available and consenting town employees who are present at the town hall are asked to assist registrars as temporary poll workers.
- C. Arrange with Town of Brooklyn Highway Department employees to have the polling place open and parking lot cleared for voters.
- D. Registrars will comply with local emergency plan of operations in effect due to the disaster.

VI. Shortage or Absence of Poll Workers/Moderator

- A. Poll workers are hired by registrars a month in advance of election.
- B. Registrars email or call poll workers two days prior to election as reminder and confirmation of their attendance.
- C. Poll workers informed, in case of sickness or emergency, contact registrars on their cell phone or by email by 5:00 PM night before election if unable to show up.
- D. Registrar will call potential poll workers from list of active poll workers until replacements are found.
- E. Registrar or moderator will temporarily fill in for the absent poll worker if needed.
- F. Town hall employee can be called upon as a temporary replacement if needed.
- G. If moderator ill, registrar may step in as replacement or appoint an emergency moderator.

VII. Ballot Shortages

- A. Registrar shall withhold and keep in their office a small number of photo copied official ballots.
- B. Throughout the election, on hourly basis, moderator shall keep an accounting of the number of ballots used and number remaining.
- C. When down to 100 ballots, registrars are to print additional ballots in packages of 100. Copy machines are located on first floor and second floor of Town Hall.
- D. Depending on the time of day of shortage, registrars make judgment on how many to print and transport copied ballots to the ballot clerk at the polling place.
- E. Photo copied ballots will be placed in the auxiliary bin and hand counted at the close of the polls.
- F. Counting should be conducted in teams of two with one being a Democrat and one being a Republican.

VIII. Voting Machine Malfunction

- A. Brooklyn has 3 tabulators. If one tabulator malfunctions, moderator shall replace with the backup tabulator received by moderator election morning.
- B. Additional spare tabulator is located in the registrar of voter's office in their fireproof cabinet.
- C. If all three malfunction, moderator shall have electors place ballots in auxiliary bin and hand count at end of election.

IX. Removal of Poll Worker, Moderator or Disorderly Elector

- A. Moderators may evict from the polling place any person who interferes with the orderly process of voting, prevent any person from loitering in or within 75 ft. of the polling place and protect the right of voters to cast ballot in private.
- B. If need be, moderator or registrar will ask the resident state trooper to walk the poll worker or disorderly elector to their car.
- C. If not cooperating, the Moderator or Registrar with resident state trooper, shall call for the State Police. The trooper may call the State Police Barracks for additional State Police assistance.
- D. If poll worker or moderator is evicted, registrars call for replacement from active poll worker list.
- E. Registrar or moderator takes over assignment until replacement arrives.

X. Set up Site for Election Day

- A. Prior to election, Registrars communicate with the Moderator on how they want poll area set up.
- B. Registrars are responsible to unlock the polling place doors at assigned time for election, primaries or referendums.

XI. Long Lines at Polling Location

- A. Registrar's office is not on site of polling location. If Moderator notices extremely long lines forming, the Moderator will notify Registrars and the Registrars will determine if additional lines should be created to alleviate the waiting time. The Registrars will split up the Voter List as evenly as possible to facilitate an even distribution of additional lines.
- B. If determined additional lines are needed, Registrars will contact additional poll workers from active poll worker list.

XII. Medical Emergency Procedure

- A. Contact emergency services at 911 and follow the instructions given by emergency personnel.
- B. Stop voting operations until an assessment of the situation can be made.
- C. Determine if there is a doctor, nurse, emergency medical technician in the polling place that may be able to assist the ill or injured person.

- D. Keep ill or injured person as comfortable as possible while waiting for emergency personnel. Do not attempt to move the injured person unless instructed to do so by emergency personnel.
- E. Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.

XIII. Help America Vote Act Voting Machine Malfunction (IVS)

- A. Consult any literature provided by the manufacturer of the HAVA compliant voting machine. A Poll Workers Guide to assisting voters is available for reference at the polling place.
- B. Consult Office of Secretary of State on which malfunctions can be repaired by poll workers and which requires service. If appropriate, attempt to resolve the problem based on the instructions provided.
- C. If unable to resume vote by HAVA compliant voting machine, paper ballots must be used and if need be, handicapped can be assisted by both registrars.
- D. Alert the poll workers to the situation.

XIV. Final Review of Plan by Moderator and Execution

- A. Registrars of voters shall provide a final copy of the regulations to the moderator and review the final plan with the moderator prior to election.
- B. The moderator shall bring the copy to the polling place on the day of election, primary or referendum.
- C. Registrar of voters shall maintain one copy in their office.
- D. Following execution of any portion of the Emergency Plan at the polling place, the moderator shall submit a written report to the registrars the nature of the emergency, the process invoked to address the emergency and an assessment of the efficiency of the process.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Troop D, Danielson

March 8, 2019

First Selectman Richard Ives
P. O. Box 356
Brooklyn, Ct 06234

Dear First Selectman Ives:

This correspondence is to keep you apprised of the monthly police services occurring within the Town of Brooklyn. It is my sincere hope that this report will assist you in better understanding our role in your community.

During the month of February 2019 Troop D Troopers responded to 261 Calls for Service in the Town of Brooklyn. Of these Calls for Service the most notable are:

Accidents:	<u>15</u>
Criminal Invest:	<u>9</u>
Burglaries:	<u>0</u>
Larcenies:	<u>2</u>
Non Reportable Matters:	<u>235</u>

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

DUI'S:	<u>0</u>
Traffic Citations:	<u>52</u>
Written Warnings:	<u>24</u>

Very truly yours,

Lieutenant Christopher S. Sharland
Commanding Officer
Troop D, Danielson

*55 Westcott Road
Danielson, CT 06239
Phone: (860) 779-4900/Fax: (860) 779-4918
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