



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • APRIL 4, 2022

Council Chamber, First Floor, Melrose City Hall Committee Meeting
562 Main Street, Melrose, MA 02176

7:00 PM

I. CALL TO ORDER

Jen Grigoraitis	Chair
Leila Migliorelli	Vice Chair
Shawn M. MacMaster	
Jack Eccles	
Mark Garipay	
Maya Jamaledine	
Robb Stewart	
Manjula Karamcheti	
John Obremski	
Ryan Williams	
Christopher Cinella	President, ex officio

II. PUBLIC COMMENT

III. ORDERS

1. **ORDER-2022-69** : Permanent consolidation of polling locations to the Melrose Veterans Memorial Middle School Gymnasium Complex for all City of Melrose elections. (Item # 9605)

Offered by: Council President Christopher Cinella

IV. ADJOURNMENT

Ghobrial, Andrew

From: James Bennett <[REDACTED]>
Sent: Monday, March 7, 2022 6:25 PM
To: City Council
Subject: Polling Locations

Dear Councilors,

I have just this afternoon read the Melrose Patch article regarding your meeting last Monday on consolidating polling locations, which you are expected to vote on as a full council tonight. Given time constraints, I do not have the opportunity to review the complete video of that earlier meeting before the beginning of tonight's meeting, so I do apologize if I am missing some context, but I would like to weigh in on one aspect of the discussion that the Patch highlighted in its article.

Some councilors expressed concern about the potential hazards to children in holding elections in elementary schools. I do not know when exactly elections began to be held in elementary schools in Melrose (although given more time, I could certainly find out!), but they have been used for that purpose for at least eight decades. In all that time, there has never been a criminal incident involving a voter endangering a child on election day. For that reason, I find the argument that adults may use election day as an opportunity to wander the corridors of schools to harm children to be without merit.

There was a second argument made which, if I understand it correctly, asserts that children are in danger of psychological harm from interactions with emotionally wrought voters. This is a more nuanced objection, to which I would offer as evidence a case study: myself. I attended the Beebe School from 1983 to 1989. At that time, lawn signs were considered socially unacceptable in Melrose, and I came from a non-political family, so my only opportunity to see politics explicitly at work as a young child was when candidates and political supporters would show up to hold signs and voters would come to cast their ballots on election day at my school. This was a very positive experience that helped to shape my curiosity about politics later in life. I would hate to see children in Melrose deprived of that chance.

In conclusion, I find the arguments that voters pose a physical or emotional threat to children to be spurious. More broadly, I am rather disheartened by the notion that voters are a class of people who should be shielded from the eyes of the youngest among us. Children should have every opportunity to see the workings of democracy from their earliest years, including (and perhaps especially) when participating in that process results in objectionable behavior among adults, as those observations can lead to eye-opening conversations among children, teachers, and parents that can make them better future civic stewards.

The question of where polling should take place involves many complicated questions, and given my present state of information I do not have a final opinion on where I would prefer to see polling locations. I am confident, however, that the question of potential harm to children should not be a factor in that decision.

Respectfully Yours,

Jim Bennett
[REDACTED]

Attachment: Bennett_Redacted (ORDER-2022-69 : Consolidation of polling location)

From: [Michelle Boucher](#)
To: [City Council](#)
Subject: Please don't consolidate voting
Date: Friday, March 4, 2022 6:49:44 PM

Dear Melrose City Councilors,

Thank you for your service to our city.

Thank you for voting not to permanently consolidate voting at the middle school. Our goal should be to make voting as accessible as possible so all citizens can participate in our democracy. Closing polling locations makes it less convenient and creates a barrier for voting. This makes us more like states I do not want to live in. If MA makes no excuse mail-in voting permanent, perhaps there could be some justification, but not until that is an option.

One benefit of having it at schools is that schools can do fund raising bake sales to pay for programs that benefit our children.

I agree that voters should not have access to the school buildings so it is a little shocking that we do not already have someone watching the gymnasium door to ensure no one can enter classroom areas. I would prefer you look into solutions for that than move everything to the middle school.

I also thought there were restrictions on electioneering near polling locations so campaigning can't be done within 150 feet. If that isn't respected, then police should be called to remove them. If 150 feet is too close, then perhaps look into options for the city to increase that distance. At Horace Mann anyway, the limit is beyond school property and seems reasonable.

I would also much prefer exploring options to improve accessibility issues for polling locations that are not in compliance rather than close them.

Thank you,
Michelle

Attachment: Boucher (ORDER-2022-69 : Consolidation of polling location)

From: [SHARON MACONE](#)
To: [City Council](#)
Subject: Centralized Voting
Date: Monday, December 6, 2021 5:24:55 PM

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

To: Melrose City Council

Re: Permanent Centralized Voting

First and foremost, thank you for all you do for our city and its residents.

I would like to offer you the following facts (not opinions) in support of permanent centralized voting.

- 1. It is VOTER FRIENDLY. This location could not be more centrally located for all residents—is handicapped accessible—ensures that no matter where you live you know your polling place. Why not make it easy for all our residents including our many new property owners? Our population has grown. This eliminates confusion with the redrawing of our precincts and wards. The argument that it isn't convenient for the elderly is an opinion. (Being born in 1948 allows me to state this as fact). Both seniors and younger residents who initially thought a centralized location was a bad idea changed their mind once they saw how smooth an operation it was.*
- 2. It is CANDIDATE FRIENDLY. Unlike our recent municipal election, upcoming elections for State and Federal offices will be contested. Centralized voting allows candidates to send supporters/sign holders to one location. When the polls close, their representatives, as well as any media, need go to only one site to collect unofficial results.*
- 3. It is STAFFING FRIENDLY. There are many reasons to remember 2020. One is that in a pandemic with no blueprint, the addition of early in-person voting, the addition of mail in voting, the presidential primary and general election were held in the middle school gym with excellent outcomes, thanks to the leadership of Joanne Perperian and the members of the Board of Registrars. As a precinct warden I can attest to how much better it was to have everyone in the same location—it was staffing efficient, budget efficient and security efficient. During the recent municipal election, we were not fully staffed BUT because we were all in the same location, we were able to cross cover without issue. With the*

advent of mail in voting, at the end of day the ballot mail box outside City Hall must be checked at 8 P.M. for last minute ballots. We can't shut down our machines or begin end of night counts until those ballots have been documented at City Hall, divided by ward and precinct and delivered to be cast into the tabulators. Having one place to deliver these is far more efficient. As we saw in 2019 every vote counts!

4. As an aside: the idea that adding a ramp at the Winthrop School to address handicapped accessibility may solve one problem but would certainly create others. Having voted there for over 40 years and worked there for several years prior to 2020, I am comfortable in saying this suggestion does not work. It would take another letter to properly discuss.

It is with the greatest respect that I ask that you make centralized voting in Melrose permanent and put this issue to rest. If we do things the way we always have, we will never move forward.

Sharon R. Macone

825 Lynn Fells Parkway

Ghobrial, Andrew

From: joseph tully <[REDACTED]>
Sent: Monday, February 7, 2022 4:07 PM
To: City Council
Cc: joseph tully
Subject: Permanent Centralized Voting

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

To; Melrose City Council,

My name is Joe Tully & I have been a Melrose Poll worker for the past several years. I have worked at the Horace Mann School, at the Lincoln School and most recently at the Middle School gym. I have worked as a check in Inspector, as a Clerk & most recently as a precinct Warden. So I think I have some reasonable experience working at the polls and would like to offer the following comments regarding a “ Permanent Centralized Voting” location.

- The present set up at the Middle School is a wonderful One Stop Voting location. If you are unsure where to vote, on site staff will direct you to the correct precinct within one of the connected gyms. No longer will we have to send a voter to another location, driving & parking and taking more of their valuable time.
- With Centralized voting, we no longer have to struggle with poor phone connections from the Lincoln gym back to City Hall as we seek answers to questions about voter eligibility.
- Having on site City Clerk & Registrar of Voter staff with their tablets allows quick answers to voter issues especially with many of the new voters and new residents.
- The Middle School Gym area has a very accessible parking lot and no stairs for Seniors to have to navigate.
- With Centralized Voting, no longer will all the elementary schools have their routines disrupted, teacher parking taken, lunch space taken, along with pick up & drop off times being interrupted.
- Candidates for Office along with any Ballot questions can now have their supporters & opponents all centrally located vs being dispersed all around the City on election days.
- In this day & age where public opinions can become somewhat heated, I feel that a Centralized location offers better security both for the voting staff as well as the voters.
- A Centralized location definitely offers a better sense of community, as neighbors & friends see each other outside of their own corners of Melrose.
- As recent election experience has shown, having all the elections workers in one location allows for good cross training and assistance between wards & precincts as issue arise or staff becomes busy.
- There is probably an economy of scale in a Centralized location with the DPW & School staff doing the set up the day before & the take down right after the polls close in just one location vs working at all the elementary schools & City Hall for set up and take down of the polls.

Attachment: Tully_Redacted (ORDER-2022-69 : Consolidation of polling location)

I am sure there are many additional good reasons to continue with the centralized Middle School voting that you have already thought of & considered. So please consider my comments as a YES to continue this very successful way for our residents to cast their votes going forward.

YES for Permanent Centralized Voting.

Joe Tully

██████████ Rd.

Ghobrial, Andrew

From: Foote, Kristin
Sent: Friday, March 18, 2022 1:09 PM
To: City Council
Cc: Board of Registrars of Voters
Subject: Election Polls
Attachments: Laws.Regulations.Elections.pdf; Order 2020-135.pdf; Chronologic correspondence 2009-2022.pdf

Good afternoon Council,

President Cinella asked that I provide information and data to assist in deliberations on **Order 2022-69 Request for Permanent Consolidation of Polling to the Melrose Veterans Memorial Middle School gymnasium complex.**

Prior to 2020 Melrose registered voters voted at polling locations in Ward specific elementary schools – Hoover, Lincoln, Beebe, Roosevelt, Horace Mann, Winthrop - as well as several municipal buildings including the City Council Chamber in City Hall and the Julian Steel House operated by Melrose Housing Authority. Due to COVID-19 concerns for the safety and health of voters, residents, students and elections staff, a consolidation of all locations to the middle school gym complex occurred in June of 2020 (disparate impact report attached: note updated with 2020 Census statistics). At that time the legislature also expanded voter options including an historic *no-excuse* vote-by-mail option. To accommodate ballot receipt by mail a secure ballot box was purchased and installed next to City Hall. Early in-person, UOCAVA and absentee voting continued to be additional options. An unprecedented 87% or 18,338 registered voters cast ballots in 2020. The vote-by-mail provision is currently lapsed but lawmakers hope to restore mail-in alternatives and stand up a version of no-excuse this year.

In April of 2021, the former City Clerk notified the Secretary of the Commonwealth Elections Division (“SOC”) of concerns surrounding accessibility issues at several municipal buildings including City Hall (4-1, 6-1), Hoover School (7:1,2), Roosevelt School (1:1), Winthrop School (4:2, 6:2), the Julian Steele House (1:2) and the MVMMS gym (all). An SOC representative conducted a site visit and provided an accessibility report. The city reviewed the findings and was able to remediate items for the City Council Chambers, Hoover School and the MVMMS gym and brought these locations into compliance.

The following locations presently meet polling location standards without additional modification: Beebe, Horace Mann, Hoover, Lincoln, MVMMS gym complex, Roosevelt, City Council Chambers. As you know running an election necessitates support and coordination between multiple city partners. I reached out to the following subject matter stakeholders should you have specific questions, and they stand ready to respond:

- **Public Safety**
Chief Lyle
Chief Collina
- **Emergency Management**
Alan Alpert

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

- **DPW**
Jim Troup
- **Melrose Public Schools**
Superintendent Kukenburger

For reference attached to this email are state and federal election laws, the original consolidation information, and a chronological list of historical documents

Timing Considerations

Polling locations are subject to the SOC's review and approval and once confirmed the Elections office will inform the SOC of poll location(s). Later this spring/early summer, registered voters will be mailed polling location postcards. The details are due to the print vendor by mid-May to replenish our bulk postage permit and print and mail the postcards the first week of June. The State Primary has been set for Tuesday, September 6, 2022, and as noted Melrose Public Schools will be in session.

Financial Considerations

Generally election costs run between \$30-35,000 including poll workers, DPW set up, police details, supplies, ballots, postage, envelopes, print services, professional staffing and equipment maintenance/programming. Variables include location set up and police presence (Mass Gen Law requires one officer per polling location).

I hope you find this information helpful.

Best,

Kristin Foote
City Clerk
Notary Public
Justice of the Peace
Records Access Officer
City of Melrose | 562 Main Street | Melrose, MA 02176
781-979-4116



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PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VIII. ELECTIONS

CHAPTER 54. ELECTIONS

VOTING PLACES

Chapter 54: Section 24. Designation of polling places

Section 24. The aldermen in cities, except where city charters provide otherwise, and the selectmen of towns divided into voting precincts, shall, twenty days at least before the biennial state or annual or biennial city election and ten days at least before any special election of a state or city officer therein, designate the polling place for each voting precinct and cause it to be suitably fitted up and prepared therefor. In a city or town which has provided voting booths such booths may be placed in the public ways of such city or town, provided said ways are left reasonably safe and convenient for public travel. It shall be in a public, orderly, and convenient portion of the precinct; provided, however that if the aldermen or selectmen determine that the public convenience would be better served, the aldermen may designate a polling place in an adjacent precinct of a city, and the selectmen may designate a polling place in another precinct of a town or may house all polling places in a single building within the town. In any city or town, if the polling places for two or more precincts are located in the same building and the total number of registered voters in any such two or more precincts does not exceed three thousand, only one set of election officers need be appointed for such precincts, but separate ballot boxes and voting lists for each precinct shall be used. If, in a town of five precincts or less, all of which are located in one building, the selectmen so vote, only one warden need be appointed to supervise all such precincts, and the number of inspectors shall be determined by the selectmen, without disturbing the balance between the political parties. There shall, however, be one clerk appointed for each such precinct. Alcoholic beverages shall not be sold in any portion of a building which is designated as a polling place, during voting hours or while ballots are being counted therein. When the polling places have been designated in the city of Boston, the board of election commissioners of said city may post in such places as it may determine a printed description of the polling places designated and may give further notice thereof; and when the polling places have been designated in any other city or in any town, the aldermen of such city in at least five public places in each precinct thereof, and the selectmen of such town in at least three public places in each precinct thereof, shall forthwith post a printed description of the polling places designated and may give further notice thereof. When a polling place in a voting precinct is changed from one location to another, the board of election commissioners in the city of Boston, the aldermen in any other city or the selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters therein.

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Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

Changes to Regulations: Chapter 51.00: Polling Place Accessibility for Elderly and Handicapped Voters

In 950 CMR § 51.01, replace the entire section with the following:

950 CMR § 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 USC §§ 1973ee to 1973ee-6 (the "Act"), and Amended Article 114 of the Massachusetts Constitution and applies to all Massachusetts elections. The purpose of 42 USC 42 USC §§ 1973ee to 1973ee-6, Amended Article 114 of the Massachusetts Constitution and 950 CMR § 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places and the voting process.

In 950 CMR 51.02(6), add the following new section as (a) and re-designate the remaining sections accordingly:

(a) For every state, federal, municipal election, preliminary or primary, either regular or special, each polling place shall have at least one accessible voting unit that is usable by people with disabilities. Any accessible voting unit must first be approved for use by the state secretary. Accessible voting units shall be located within a polling place so as to be readily available for use by voters during the voting hours.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

950 CMR 51.00: POLLING PLACE ACCESSIBILITY FOR ELDERLY AND HANDICAPPED VOTERS

Section

- 51.01: Purpose
 51.02: Accessibility Defined
 51.03: Exemptions

51.01: Purpose

950 CMR 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 U.S.C. §§ 1973ee to 1973ee-6 (the "Act"), and applies to all Massachusetts elections in which a federal office appears on the ballot. The purpose of 42 U.S.C. §§ 1973ee to 1973ee-6 and of 950 CMR 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places for federal elections.

51.02: Accessibility Defined

Section 3(a) of the Act, 42 U.S.C. § 1973ee-1(a), requires every city and town to assure that all polling places for federal elections are accessible to handicapped and elderly voters, unless the Secretary exempts them. A polling place is "accessible" to handicapped and elderly voters, for the purpose of sections 3(a) and 8(1) of the Act, 42 U.S.C. §§ 1973ee-1(a), 1973ee-6(1), only if all of the following requirements are met:

(1) Site Access. A clear, reasonably lit, unobstructed path of travel must be provided from the designated spaces in the parking lot, and from the street, to the accessible entrance to the building where the polling place is located. Such path of travel shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than ½ inch.

(2) Parking. If a parking lot is available on the premises of the polling place, then the following requirements apply:

(a) Pursuant to the Americans With Disabilities Act (ADA) Accessibility Guidelines (4.1.2 (5)), the number of required handicapped parking spaces is:

<u>Total no. of parking spaces</u>	<u>No. of handicapped required</u>
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
510 - 1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1,000

(b) For parking lots striped prior to September 1, 1996:

1. The handicapped parking spaces shall be eight feet wide and have an adjacent four foot access aisle which is painted or striped yellow. The lot shall be reasonably lit.
2. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use.

(c) For parking lots striped after September 1, 1996:

1. The handicapped parking spaces shall be eight feet wide and have an adjacent five foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.

51.02: continued

2. There shall be at least one "van accessible" space, but not less than one, per eight accessible spaces. The van accessible space shall be eight feet wide and have an adjacent 8 foot wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.

3. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use. Van accessible spaces shall include the words "Van Accessible."

(d) If a sidewalk is provided at such parking spaces, a curb cut (sidewalk ramp) shall be installed at each space or pair of spaces. The slope of the curb cut shall not exceed 1:12.

(e) If no parking lot is available on the premises of the polling place, at least one on-street parking place in front of the polling place must be at least temporarily designated as a handicapped parking space. Identification of the handicapped space shall be by the sign provided in 950 CMR 51.02(2)(c)3..

(3) Entrance.

(a) At least one entrance to the building must be accessible to physically disabled persons. If the main entrance to the building is not accessible, signs must be posted directing persons from the ordinary path of travel to the accessible entrance.

1. If the main entrance to the building is not accessible, the path of travel to the accessible entrance shall be the same or a substantially similar distance as the path of travel to the main entrance.

2. If the main entrance is not the accessible entrance, the door to the accessible entrance shall be unlocked and capable of being operated without assistance during the hours the polling place is open and at the same hours as the main entrance.

(b) The approach to the accessible entrance shall be a paved walk or ramp with a non-slip surface, uninterrupted by steps or abrupt changes in level greater than ½ inch. Such entrance shall have a level space 60 inches from the door on the interior and exterior of the doors.

(c) Doors to such entrances shall be a minimum of 32 inches clear, measured at 90°. No door threshold shall be higher than ½ inch above the floor on either side. Lever handles or other accessible hardware must be provided on doors, so that they may be operated with a closed fist.

(4) Ramps.

(a) If the entrance has stairs, a ramp must be provided. A permanent ramp must comply with the following:

1. The slope of the ramp must be no steeper than 1:12.

2. The width of the ramp shall not be less than 48 inches.

3. Two pairs of handrails must be set on both sides of the ramp. Such handrails must be round or oval in shape and set in pairs, one at a height between 34 and 38 inches and a lower rail set at a height between 18 and 20 inches.

(b) If it is impractical to install a permanent ramp, portable ramps shall be provided. Portable ramps shall have a slope as close to 1:12 as possible, and if a portable ramp has no handrails or side walls, it must have wheel guards at least two inches high on both sides. Portable ramps may be used to gain access from the parking lot or street to the sidewalk as well as at the entrance to a building. Portable ramps shall be securely anchored.

(5) Building Interior.

(a) All interior doors, approaches, and ramps necessary within the building to obtain access to the polling place must comply with 950 CMR 51.02(3) and (4).

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

(6) Voting Equipment.

(a) In every polling place, a specimen ballot must be posted at a height no greater than 48 inches.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

51.02: continued

(b) Where paper or punch-card ballots are used, at least one marking shelf at each polling place (at a primary where punch-card booklets are used, one for each party) must provide clear space under the shelf not less than 30 inches wide, at least 27 inches clear to the underside of the shelf, and not more than 32 inches in height to the top of the shelf, and must contain privacy barriers on both sides of the shelf. For this special marking shelf, the handle of any stylus used for punching punch-card ballots shall be at least one inch thick and at least three inches long.

(c) Where voting machines are used, a specimen ballot must be placed in at least one machine at each polling place, at a height no greater than 48 inches. For voting machines which have any levers higher than 48 inches above the floor, a "reacher" must be made available to assist disabled persons in reaching the upper levers.

(7) Variances. A city or town may apply to the Architectural Access Board, under 521 CMR 3.00(4.1.1), for a variance from the accessibility requirements of 950 CMR 51.02 or, to the extent that they apply to any polling place, from the requirements of the Architectural Access Board's regulations in 521 CMR 3.00. Notice of an application for any such variance shall be given in the manner required by 950 CMR 51.03(4)(b), and shall also be given to the Director of Elections. No such variance shall be allowed which substantially impairs the accessibility of a polling place to handicapped and elderly voters.

(8) Time Accessibility Required. All non-exempt polling places must be accessible no later than three weeks before the first federal election of an even-numbered year.

51.03: Exemptions

(1) Delegation to Director of Elections. The Secretary delegates to the Director of Elections (the "Director") the authority to determine whether a polling place is exempt from the accessibility requirements under section 3(b) of the Act, 42 U.S.C. § 1973ee-1(b), and under 950 CMR 51.03.

(2) Emergency exemptions. In an emergency under section 3(b)(1) of the Act, 42 U.S.C. § 1973ee-1(b)(1), an exemption may be applied for and determined by telephone, but both the city or town and the Director shall confirm their communications in writing. Mere failure of the city or town to make adequate and timely plans and arrangements does not constitute an emergency. If an exemption is allowed, it applies only to one election, and the city or town must exercise its best efforts to find another accessible polling place, and if none is available, to provide whatever assistance is possible to handicapped and elderly voters. If an emergency exemption is allowed, handicapped or elderly voters assigned to such an emergency exempt polling place may vote by absentee ballot in the office of the city or town clerk or election commission without applying in advance. The procedures set forth in the second paragraph of M.G.L. c. 51, § 59 shall apply to such voters, except that the absentee ballot envelope shall be marked "Emergency Polling Place Exemption".

(3) Non-availability Exemptions: Standards. In determining under section 3(b)(2)(A) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(A), that all potential places have been surveyed and that no accessible place is available, nor is the city or town able to make one temporarily accessible in the area involved, the Director shall consider the following factors:

(a) Whether each location has been studied by a trained person to determine whether or not it is accessible.

1. Polling places should not be presumed to be accessible simply because there are no obvious barriers, but 950 CMR 51.02 must be applied.

2. A trained person is one with knowledge of what constitute structural barriers to handicapped individuals.

3. Handicapped persons, representatives of handicap groups or professionals who work with handicapped individuals should be consulted.

4. If a location is inaccessible, then the city or town should either seek an alternative accessible location or seek to have the barriers removed.

51.03: continued

- (b) Whether the owners or proprietors of the building have been consulted regarding the modifications. If the owners or proprietors are unwilling to make the modifications, then an alternative location should be sought. Possible locations include those which are currently accessible and those where the owners or proprietors are willing to make necessary modifications.
 - (c) Whether an estimate of the cost to make the modifications has been obtained from a qualified person (construction contractor, carpenter), and whether different options for removing the barriers have been explored (*e.g.*, temporary ramps).
 - (d) With respect to polling places in inaccessible government buildings, whether the city or town has urged government officials to make the modifications necessary for the buildings to be accessible.
 - (e) The record of the city or town's percentage of polling places in compliance in the past.
 - (f) The city or town's expressed plans for providing an accessible polling place in the future.
- (4) Non-availability Exemptions: Procedure.
- (a) The city or town body responsible for selecting polling places under M.G.L. c. 54, § 24 (city council, board of selectmen, or election commission) must apply in writing for any exemption under section 3(b)(2) of the Act, 42 U.S.C. § 1973ee-1(b)(2). The application must be filed with the Director of Elections, under the penalties of perjury and in a form prescribed by him, not later than 180 days before the first federal election of an even-numbered year.
 - (b) Not later than the application deadline, the city or town must give notice that it has applied for the exemption, by posting notice on the principal bulletin board, sending copies to all local news media, and mailing copies to the local council on aging, to any municipal handicapped office or commission, to the state Office of Handicapped Affairs (One Ashburton Place, Room 1305, Boston, MA 02108), and to any additional organizations which the Director may prescribe. The notice shall state the designation and address of the polling place or places for which exemption is sought, the reasons for the application, the location at which a copy of the application may be inspected, and the fact that any person may file a written response within 30 days with the state Director of Elections, One Ashburton Place, Room 1705, Boston, MA 02108, telephone (617) 727-2828 or (800) 462-8683.
 - (c) Any person may file with the Director a written response to an exemption application within 30 days after it is filed.
 - (d) The Director may, in his discretion, seek further information from the city or town or hold an informal hearing before himself or his designee.
 - (e) Not later than 90 days before the first federal election of an even-numbered year, the Director shall notify the city or town in writing whether an exemption is allowed and of the reasons for the decision. The period of an exemption shall be two calendar years, beginning with an even-numbered year. Renewal of the exemption requires a new application.
- (5) Alternative Voting Methods. As required by section 3(b)(2)(B) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(B), handicapped or elderly voters assigned to an exempt polling place may vote by absentee ballot, either by mail or in the office of the city or town clerk or election commission, if they previously apply in writing, under M.G.L. c. 54, §§ 86 through 103Q. Current state law prevents assigning such voters to another polling place, as well as "curbside voting" outside the polling place on election day.

REGULATORY AUTHORITY

950 CMR 51.00: 42 U.S.C. §§ 1973ee to 1973ee-6; c. 54, § 37.



CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

AMY KAMOSA

City Clerk

To: Mayor Paul Brodeur
From: Amy Kamosa
Meeting Date: July 9, 2020
Subject: A request for city council approval of the temporary consolidation of polling locations to the MVMMS
Order #: ORDER-2020-135

The Board of Registrars of Voters and the City Clerk's office formally request that the city council approve the temporary consolidation of polling locations to the MVMMS Gymnasium for the upcoming elections in September and November of 2020. These changes are being made in an effort to support the health and safety of residents, voters, and elections staff during the Covid-19 pandemic. For these two elections, all seven voting wards of the city will vote in the MVMMS gymnasium on election day. This election day voting location change will be done in conjunction with the expansion of in-person early voting opportunities for both elections and expanded opportunities for no-excuse mail-in voting options for all registered voters in the city. We ask that this request is approved as soon as possible so that extensive communication and education campaigns to all city residents regarding their many voting options can begin. Unlike current polling locations, the MVMMS gym provides a separate entrance and parking, enough space to allow for social distancing, and the ability to close off the polling location from the rest of the school building.

FINANCIAL IMPACT:N/A

RESULT: PASSED [8 TO 3]
MOVER: Christopher Cinella, President
SECONDER: Robb Stewart, Ward 3
AYES: Grigoraitis, Tramontozzi, McNaught, Stewart, Eccles, Cinella, Migliorelli, Jamaledine
NAYS: Mark Garipay, Shawn M. MacMaster, Cory Thomas

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)



City of Melrose Proposal for Covid-19-Related Consolidation of Polling Locations



Background

Covid-19 has forced governments and the public to rapidly adapt and adjust behaviors to support the health and safety of the community. Two critical elections are scheduled during a predicted increase (covid19.healthdata.org) in infection rates -- a State Primary on Sept. 1, and the Presidential Election on November 3. The elections office and Board of Registrars have spent multiple weeks evaluating how best to preserve both election integrity and the health and safety of all Melrosians. Despite the trade-offs associated with the potential disruption and accessibility challenges of shifting polling locations, we respectfully request that the City Council approve this temporary consolidation to a single site (with 14 separated precincts), for the September and November 2020 elections.

It is important to understand that voting in-person on election day is just one option for registered voters to cast ballots, and any decision on polling location changes should take all voting options into consideration. Voters will have three choices -- mail-in, in-person early voting (two weeks including weekend days in November; one week including a Saturday in September), or voting on election day at the polling location. Data from June 23, 2020 primaries in New York and Kentucky, combined with multi-year data from states that conduct all elections using vote-by-mail systems, indicate that Melrose should expect 70-80% of voters to take advantage of vote-by-mail and/or early voting. In Kentucky, 800,000 of a total of approximately 1 million voters submitted mail-in ballots. In New York, 1.7 million voters requested absentee ballots compared to 160,000 in the 2016 primary. If these trends hold true for Melrose, assuming record 90% turnout, we can expect between 12,500 - 14,500 mail-in/early voting ballots cast, and between 3,500 - 5,500 in-person voters on election day over 13 hours.

State Legislation is in the final stages of passage to allow for: no-excuse absentee voting with ballot applications mailed directly to voters; city council approval of voting location changes; and relaxed requirements for the number of poll workers per precinct. The purpose of this request now is to provide the city council with all the information possible to make this decision now, so that we can begin the process of educating voters about their complete array of options as soon as legislation is finalized. The Melrose elections office would like to formalize a complete voting plan for the city by July 1 to allow time to execute a comprehensive communication strategy to ensure all voters are made aware of their voting choices before absentee ballots are available in mid-July.

Existing Conditions of Current Polling Locations

- The City of Melrose currently has eight designated polling locations
 - **Hoover, Lincoln, Winthrop, Horace Mann, & Roosevelt elementary school All Purpose Rooms/ cafeterias**
 - **The Beebe School All Purpose Room** --Beebe school is currently leased by SEEM collaborative to serve high-needs students
 - **City Hall Council Chamber**
 - **Melrose Housing Authority's Steele House Common Room** -- This residential high rise is home to both seniors and disabled residents

Physical Challenges of Current Polling Locations Related to Covid-19

- Locations such as Steele House and Beebe School pose an obvious serious exposure risk to the building populations
- Locations such as City Hall and the Horace Mann School are not suited to meet current best-practices and guidelines related to social distancing
- Remaining sites are elementary school all purpose rooms and cafeterias in already crowded buildings -- most serve as cafeterias, gyms, reading libraries, after school care headquarters, and may be used as [additional teaching space in the fall](#) . Students will need to be in the space the morning immediately following the election. Given the amount of supplies and materials present in those spaces, thorough disinfection and cleaning will be time consuming and challenging.
- Traditional voting booths do not provide six-foot buffers; small tables will be rented and will need to be spread throughout polling precinct locations
- Many of the elementary school locations have limited cell phone service in the buildings as they were built to meet cold-war bomb shelter specifications, which consistently hampers communications making same-day procedural changes difficult.

Current Poll Worker Staffing Information & Potential Covid-19-related challenges

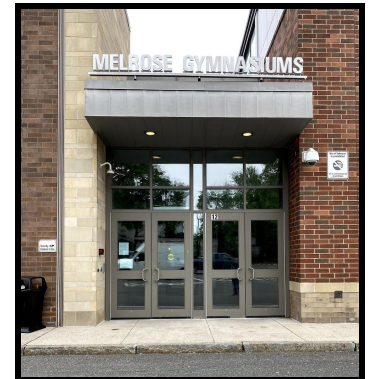
- In a typical election, the city employs more than 90 poll workers in full or part-time roles.
 - full- time day is ~15 hours long-- nearly 90% of our workers are full-time
- Average poll worker in Melrose is approx. 75 years of age
- Current state law mandates the number of poll worker positions we must fill (6 per precinct, two

check-in, two check-out, a clerk and a warden; 84 poll workers in all.) A waiver can be applied for, and pending legislation related to Covid-19 may provide some flexibility.

- To date, approx. 50% of Melrose poll workers have indicated that they are not comfortable working the polls in September-- including a large number of experienced wardens and clerks.
- In a typical election, up to ten poll workers opt-out of working within the final week before election day.
 - This results in challenges filling these slots -- challenges are exacerbated by the distributed locations. Poll workers can not easily be “pulled” from another polling location to fill a gap.
 - The Elections Office must plan for a larger number of poll workers opting out of working at the last minute or being forced out by illness, depending on possible spikes in local infection rates. With several sets of spouses working in the same precinct, there is a possibility that quarantining requirements could eliminate a number of workers all at once.
- Additional staffing and police details will be required for crowd and line management at each location
- Staff will be needed to process all mail-in and early voting ballots through their respective precinct tabulators as well. (The maximum rate that tabulation machines can process ballots is between 7-9 per minute.)

Why the middle school gymnasium complex?

- Previously identified as a general contingency location during emergency preparedness planning
 - large size; central location; generator; meets ADA requirements
- Separate entrance off Melrose St.
- Can be closed off from the rest of MVMMS
- Nearly 17,000 square feet of space
- Overflow potential in the adjacent Marcoux Gym
- Multiple exits and entrances for flexible traffic flow to ensure social distancing
- Open, clear space allows for efficient and effective disinfection before school resumes the following day.
- Single location allows for increased procedural consistency and control across all wards and precincts.
 - Allows elections staff and Board of Registrars to be on-site to address questions and concerns, and to effectively communicate to poll workers in real-time--this is particularly important due to expectation that we will have many first-time poll workers and an overall decreased number of workers.
- Decision-making included consultation with school committee, health director, mayor’s office and school superintendent



- Back parking lot provides a turn-around (Council on Aging bus) and voter drop-off zone.

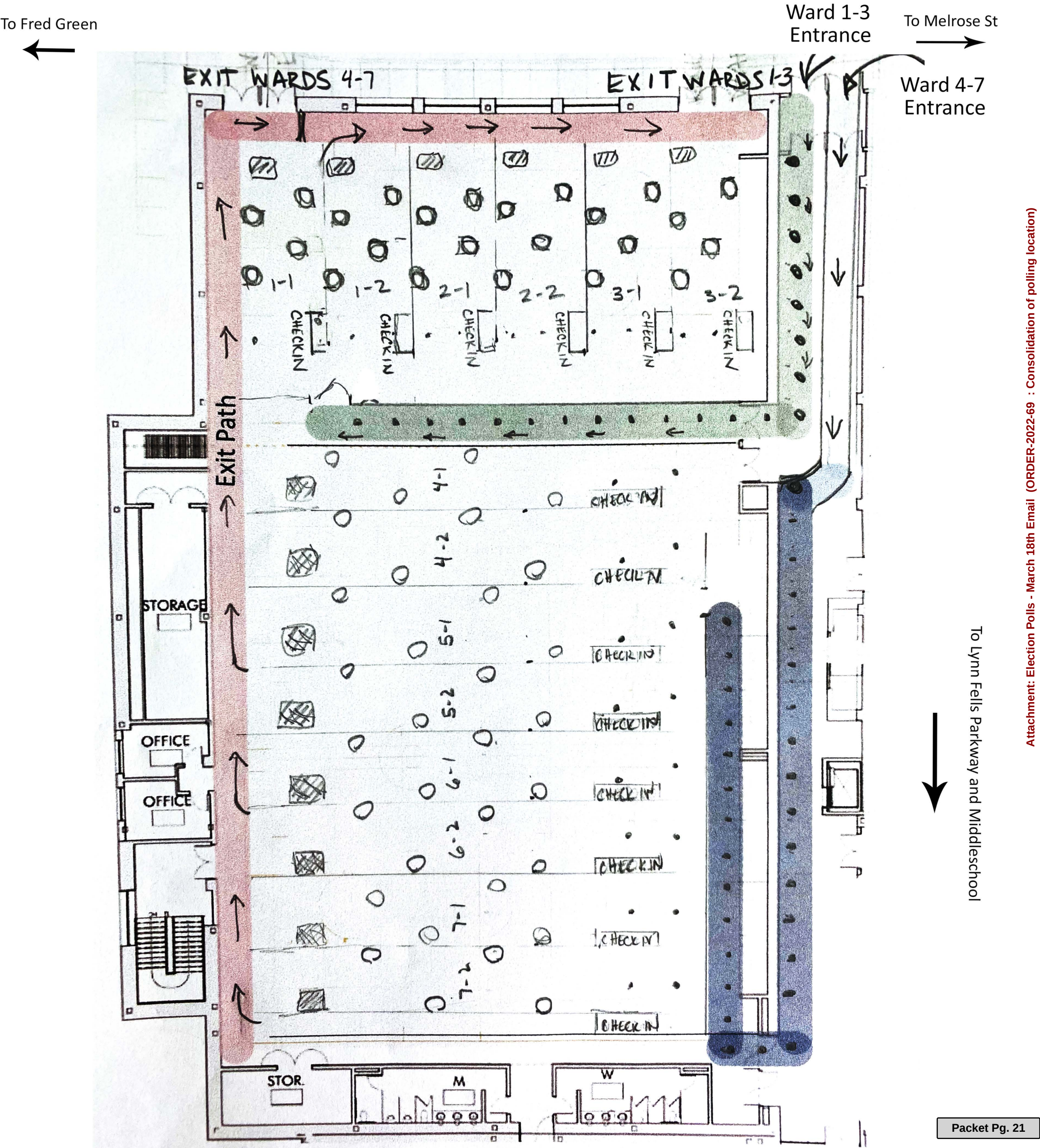


General On-Site Procedures and Logistics:

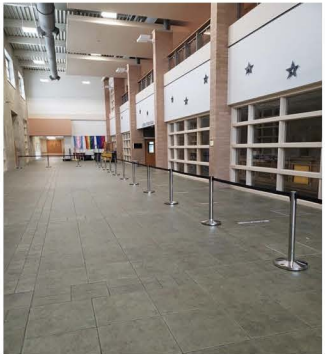
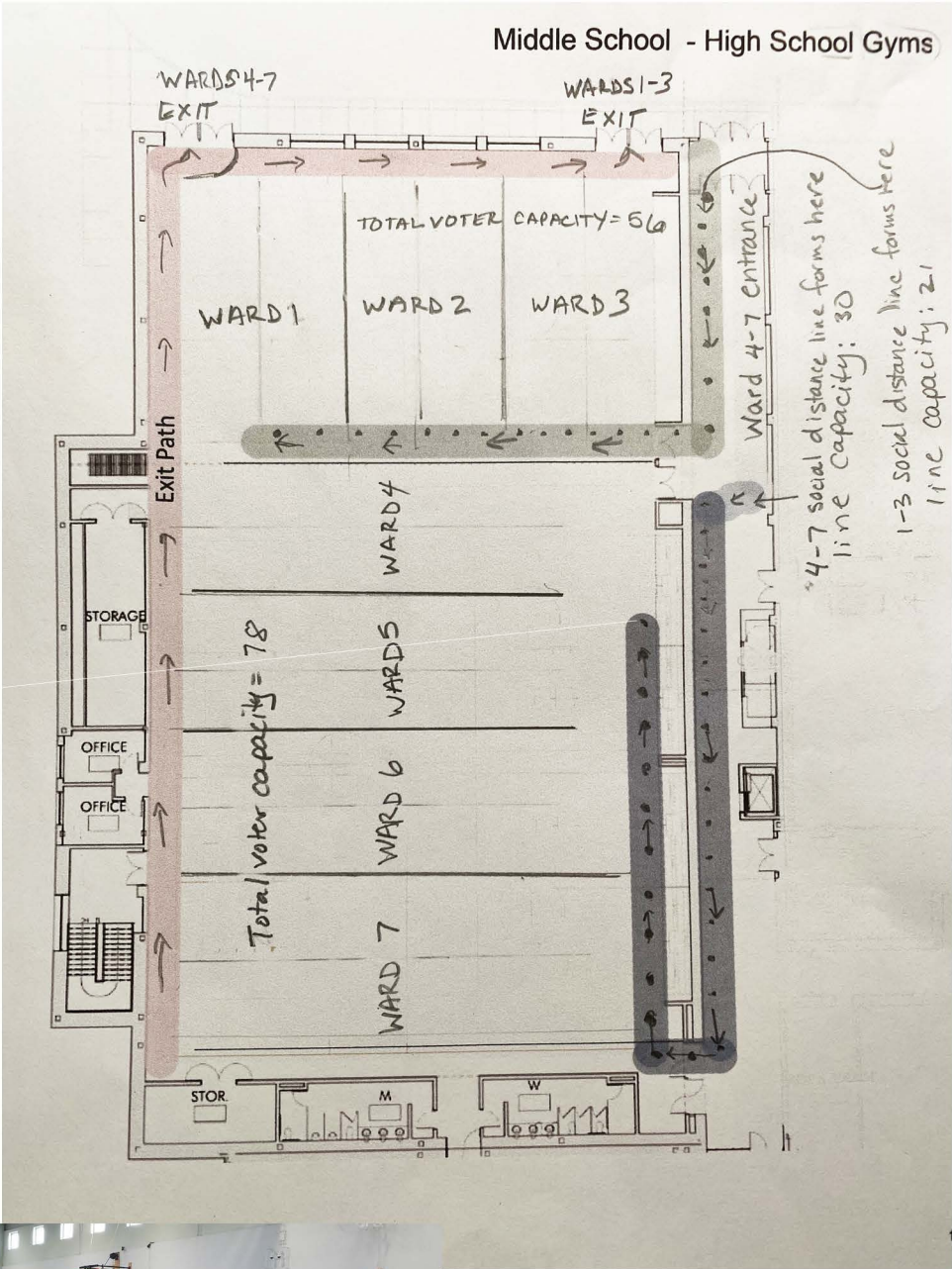
- Voting will still take place by ward and precinct.
 - Socially distanced lines for each precinct will distribute voters throughout the space
 - A combination of cones, stanchions, staff, and signage will ensure voters check-in and cast their ballot in the correct precinct tabulators
 - Separate doors for entrance and exit.
 - Poll pads (modified iPads, with voter registration database) will allow staff to search for a voter's ward and precinct in real-time.
 - Police details will be able to support crowd control in addition to guarding ballot boxes-- one police officer will have line of sight to multiple boxes and tabulators.
 - Parking available in multiple lots surrounding the school complex as well as Melrose Street; MBTA bus stop is 0.3 mile away.

MVMMS Gym/ Main Entrance for Voting

Melrose St. Parking lot



Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)



City of Melrose

Evaluation of Potential Disparate Adverse Impact on Access to the Polls

Evaluation of potential disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age related to consolidation of Polling Locations to the Melrose Veteran's Memorial Middle School Gymnasium Complex—Melrose Massachusetts

The Melrose Veteran's Memorial Middle School has been chosen as an alternate polling location for the September and November 2020 elections in an effort to provide the most efficient, fair, and accurate election possible for the registered voters of Melrose, within the challenges and constraints associated with the current global Pandemic of Covid-19.

Location and Accessibility:

- The Veteran's Memorial Middle School Gymnasium is in the rear of the Middle and High School complex located at 360 Lynn Fells Parkway.
 - This location is centrally located within 2 miles of nearly every household in the city—this metric is used by DESE to determine if a school district is required to provide bussing to students.
 - It is 0.3 miles from an MBTA bus stop
 - Built in 2007, the gym meets all current ADA requirements for handicapped accessibility.
 - There are 60 parking spaces in the upper lot near the gymnasium with an additional 200+ parking spaces in the main front lots and adjacent side streets.
 - There is a turn-around/ drop off zone for voters receiving rides to the polls

Evaluation of Voters by Age

- The City of Melrose has a voting population of 20,212. Average voting age across the city is 51 years old, with precinct breakdown as follows:

- 1-1 51
- 1-2 52
- 2-1 50
- 2-2 55
- 3-1 52
- 3-2 53
- 4-1 50
- 4-2 51
- 5-1 47
- 5-2 48
- 6-1 52
- 6-2 51
- 7-1 48
- 7-2 50

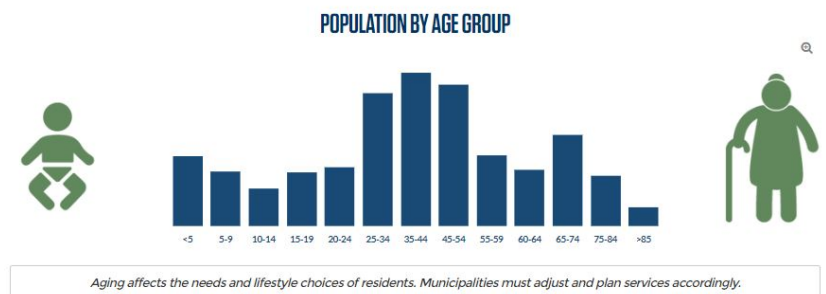


Figure 1 Source: ClearGov

- No single ward or precinct indicates a higher than average vulnerable senior population

- Rides will be provided via the Council on Aging to the polls throughout the early voting period, and on Election Day. The Council on Aging also plans to offer support for absentee voting instructions to seniors.

Race and Nationality and Socioeconomic status

US Census American Community Survey data from 2018 indicates that 89% of Melrose residents (not necessarily registered voters) identify as white, 2.6% African American, 5.9% Asian, and 3.7% Hispanic or Latino. Less than 5% (4.1%) of residents are considered to be persons living in poverty according to the U.S. Census.

Comparing other similar towns that have permanently designated single consolidated polling locations: Wakefield; Stoneham; Reading; North Andover; Burlington – Melrose is similar in population and socioeconomic status—its small geographic size makes it an even more suitable candidate for a single polling location as it allows for more residents to walk to the polls compared to other towns. (See attachment)

Language

As determined by the The Language Minority Provisions of the Voting Rights Act, Section 203 Coverage Formula—Melrose does not have any minority population that would fall under this jurisdictional requirement to provide additional language supports in communicating polling location changes

The number of United States citizens of voting age is a single language group within the jurisdiction:

- Is more than 10,000, or
- Is more than five percent of all voting age citizens, or
- On an Indian reservation, exceeds five percent of all reservation residents; and
- The illiteracy rate of the group is higher than the national illiteracy rate

However, to reach all voters in the city, city website offers direct Google translation of all pages. The city also has translation services through University of Massachusetts if needed to provide information to voters about polling location changes.

Access to City Communications and Information

95% of Melrose residents over the age of 25 are high school graduates, 92% of households have a computer in the home, and 89% of households have internet access. A free weekly newspaper is available by subscription to all households in the city. The city will post a banner over Main St., and in the kiosk in front of city hall to indicate polling location changes. Additional outreach will include public access television announcements and DPW LED signage rotating various intersections.



City of Melrose -- Communications Plan Temporary Consolidation of Polling Locations



Week of July 12: Communication Phase 1 Public Awareness regarding all voting options

- Direct Mail postcard to all households with message that voters have three options to cast their ballot on September 1 and November 3
 - Absentee by returning the application they receive from the state and subsequently returning their ballot
 - Early voting at Memorial Hall August 22-28 for September Primary and Oct 17-30 for November Presidential Election
 - Vote on Election Day --- NEW POLLING LOCATION – MVMMS gym
(Include map)
 - § Include social media information for elections office for resident to follow regular updates
- Press Release sent to Free Press, Weekly News, and Melrose Patch same info as post card + additional details
- Mayor's video address
- City Website News Posting (note: all web postings are fully functional with google translate so every communication will be posted on the city's website for translation for non-english speakers)
- Everbridge call with same info to all

July 15-20: Communication Phase 2 Notify residents of State mailed absentee ballot application

- City News and Election web posting and social media posting regarding the absentee ballot application sent by the state—includes instructions and details (eg. Don't forget to select a party for the primary!)
- Work with Council on Aging to further communicate about absentee ballots—how seniors can

return ballots to city hall or via the mail, etc.

(*all news postings and outreach will include a reminder regarding single polling location)

Mid August – Election day (September 1): Communication Phase 3

Consolidated Polling location direct notice to voters

- Ward and Precinct-specific postcards mailed to all households with registered voters indicating their ward and precinct and their new voting location at the gym.
- Mayor’s video address
- Website
- Newspaper Advertisement
- Banner across Main St
- Kiosk
- Light up DPW signs distributed throughout city
- Social Media
- Everbridge call reminding voters of new location and providing a number to the council on aging for transportation arrangements (include early and absentee voting information)

Aug 18–20: Communication Phase 4

Provide Residents with Early Voting information

- Signage in kiosk
 - Website posting
 - Press Release to all media outlets
 - Social Media daily updates
 - Coordination with Council on Aging and Senior Housing to work out transportation to early voting location.
- (*all news postings will include a reminder regarding single polling location)

Election Day – Posters and signage at all former polling locations indicating new location

- Website, phone number will be referenced
- Will work with school department to determine which if any alternate languages should be included

Repeat similar outreach (adjusted as needed) throughout September and October for Nov. Election



CITY OF MELROSE

Elections/Registrars of

Linda-Lee Angiolillo
Election Administrator

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4125
Fax – (781) 979-4149

DATE: July 8, 2009
 TO: Robert Van Campen, City Solicitor
 FROM: Linda-Lee Angiolillo
 CC: M. O'Shea, S. Trulli, T. Hunt, E. Wright, Mayor Dolan

As Election Administrator for the City of Melrose, I have begun to look into relocating a few of our polling places.

The first is relocating Ward 4-2 and Ward 6-2 from the Winthrop School along with W 4-1 and Ward 6-1 to one centrally located location (Memorial Hall or Incarnation Church). I don't know the reason that Wards 4-1/6-1 and 4-2/6-2 are separate to begin with - it's confusing to voters. But the main reason being that the Winthrop School has become more and more difficult for voters, handicap parking and accessibility is nearly impossible. We had a gentlemen report us to the Commission on Disability during last November's Election because he was unable to get into the school. There is also the issue of children running around in and around the voting booths and outside and the safety of the children is now an issue. Parking is literally non-existent and we are constantly being called with complaints.

The second would be moving the Steele House Ward 1-2 to the Roosevelt School where W 1-1 is currently. The Steele House does not have the room for a voting area. The voting machines are literally set up in the hall way in a corner (approx. 10x10 area). There are residents sitting around watching people vote. All other precincts are located in the same Ward and building and I'm not sure why the Steele House was chosen to begin with. There are only 100 registered voters living in the Steele house out of approximately 1300 voters in Ward 1 Prec. 2. There are 100 registered voters at 80 Grove St. and they have to get to City Hall to vote. Handicap voters can always request an absentee ballot if they can not get to the polls.

The final reason for consolidating these wards is cost effective. With budget cuts and increased cost, we could save money by eliminating detail cost, school custodian fees, set-up and shut-down fees.

My main reason for this memo is to ask your legal advice as to the legality of moving polling locations. I have attached Mass General Laws Chapter 54, Section 24 (Designation of polling places). I'm under the impression that I can change polling places as long as they are in the same precinct or an adjacent precinct (e-mail from M. Tassinari attached).

Other questions: Who has to approve this move? Is this a decision my Board of Registrars can make? Does the Mayor make the decision? Does this have to go before the Board of Aldermen?

Thank you for assistance in this matter. I look forward to hearing from you.

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

**OFFICE OF THE
CITY CLERK**

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116
akamosa@cityofmelrose.org

Foote, Kristin

From: Jon Gordon <jon.gordon@amramp.com>
Sent: Monday, June 29, 2020 8:39 PM
To: Kamosa, Amy
Subject: CITY OF MELROSE VOTING MAAB RAMP PURCHASE
Attachments: CCF_000028.pdf

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

Amy, here is the MAAB ramp purchase proposal/ pricing. The breakdown is as follows material 9744.00 install/ labor 1462.00 total to purchase \$ 11206.00 if not tax exempt please add 609.00 to purchase total. Thank you very much, Jon Gordon / cell 617-893-9031



Jon Gordon | VP of Sales

202 West 1st St, South Boston, MA 02127

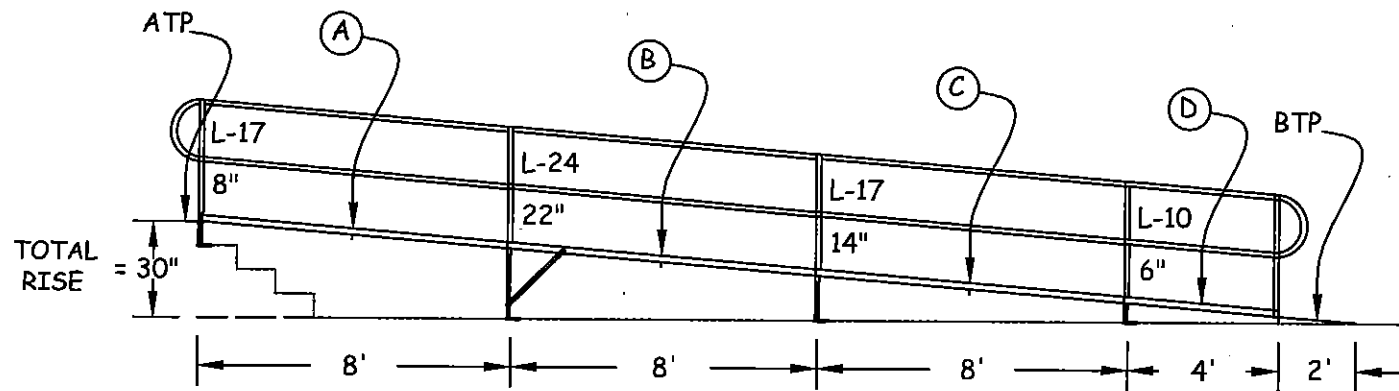
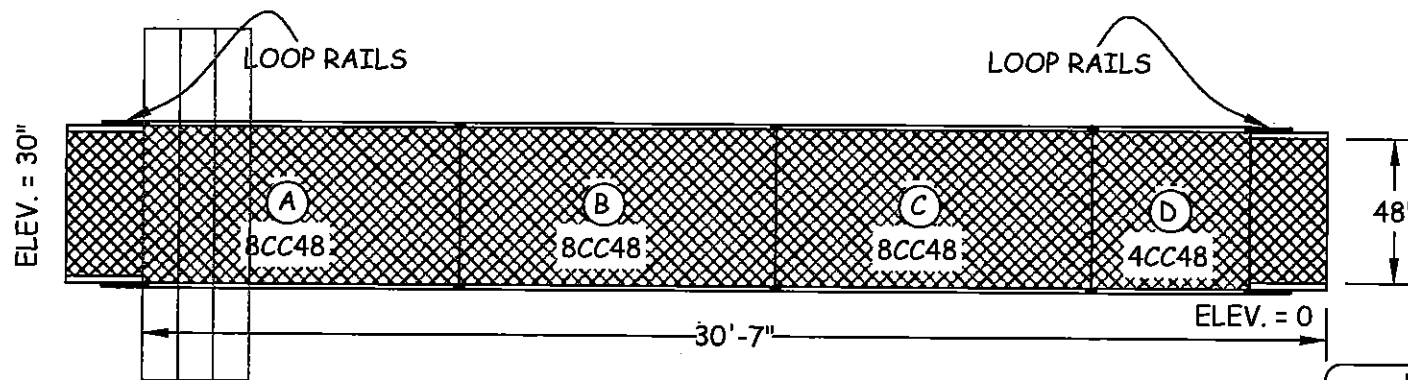
Toll-Free 800-649-5215 | Direct Line 857-401-8376 | Mobile 617-893-9031

jon.gordon@amramp.com | www.amramp.com

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

Side View:

30" RISE / 30' RAMP
= 1.00" RISE / 'RAMP

**Top View:****NOTES**

1. Rev None

Job Name:

Melrose
Voting
Ramp/
Melrose,
MA

Location:

Amramp
Boston

Requested:

Jon G.

Phone:

800-649-5215

Fax:

617-268-3701

Date:

6-29-20

Zip:

02127

Drawn By:

Peter

Checked By:

Jonny

Cust ID:

73032

Proposal

6-29-20

Salesperson: Jon Gordon
Email: jon.gordon@amramp.com

Customer

MELROSE VOTING RAMP RENTAL

MELROSE, MA

ATTN: AMY KAMOSA

We hereby propose to furnish labor and materials – complete per drawing attached (PER SPEC REV NONE DATED 6-29-20)

RENTALOPTION: up to one week: \$ 578.00 per week* ONE WEEK TOTAL TO RENT 1,573.00 ADD 36.12 IF NOT TAX EXEMPT

2-8 weeks \$ 409.00 per week to rent * 2 WEEK TOTAL 1,813.00 ADD 51.12 IF NOT

TAX EXEMPT

INSTALLATION/ DELIVERY: 600.00 PICKUP/ REMOVAL: 395.00

Delivery: ___ days after your approval. Wages: Open Shop

Payment Terms: Purchase – payment in full upon installation or payment terms per "Schedule A" (included)
Rental - payment for installation, removal and balance of current month are due upon installation with regular monthly payments of above weekly charges.

Amramp Authorized Signature: _____

Note, if the value of this proposal exceeds \$10,000, the following Amramp Auth signature is required

Confirming Amramp Authorized Signature _____

Amramp is designed to comply with ADA (Americans with Disabilities Act) design criteria. These are Federal Standards as we provide in all states. Our price is based on ADA criteria. If you require us to provide a ramp that is to meet other local requirements, please let us know before we deliver so we can provide a cost quote for those requirements.

Excluded: Permits, site work, concrete work, landscaping of any kind, in-fill above or below the ramp surface. Transition from end of ramp to grade by others. If stairs are required, customer is responsible to bring grade to first riser of step into compliance. Steps are built in 7" increments.

Generally, if there are rails or other elements that are being removed to permit installation of the work, the cost of reinstallation is not included unless it is specifically listed here.

This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of proposal - The above prices, specifications, and the terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Customer Signature _____ Date _____

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

POLLING PLACE AND REGISTRATION SITE ACCESS

LOCATION: City of Melrose Middle School Gym DATE: 7/28/20
 WARD: 1-7 PRECINCT: ^{Complex} all precincts
 SURVEYOR: Amy Kamosa SURVEYOR: Peter Pietrantonio
 TITLE: City Clerk TITLE: DPW operations manager

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

1. Site access (Path of Travel):

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

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

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

Comments (City/Town Representative): This location is a public school gymnasium constructed in 2007. It meets all ADA standards.	Comments (Monitor):
---	-----------------------------

2. Parking:

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

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

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

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

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

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

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

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

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

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

Comments (City/Town Representative):

Comments (Monitor):

3. Entrance

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

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

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

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

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

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

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

4. Ramps

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

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

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

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

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

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

5. Building Interior

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

☒ (b) An accessible route which provides a continuous unobstructed path at least ^{6 ft}~~36 inches~~ wide is maintained inside the polling place and shall coincide with the route for the general public.

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

6. Voting Equipment

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

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

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

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

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

PLEASE SEND THE COMPLETED SURVEY TO:

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

From: Perperian, Joanne
To: Foote, Kristin
Cc: Cindy Silveira; Eric Wildman (ewildman@comcast.net); Ted Hunt (drainsurgeon1@comcast.net)
Subject: FW: City of Melrose polling location review
Date: Thursday, April 8, 2021 4:28:12 PM

Hi Kristin,

In follow up to Amy Kamosa's email below to Bridget Simmons Murphy from State Elections, I will be reaching out to her and Michelle Tassinari next week to schedule a site visit to each of the polling locations mentioned in the email. Also, I just noticed the Melrose Commission on Disability has listed "accessibility at polling locations" as an agenda item to be discussed during their meeting on Monday, April 12th.

I am including the Board of Registrars members on this email for *informational purposes only*, should they want to attend Monday night's meeting. The meeting should be posted by the City Clerk's Office shortly to obtain the Zoom ID and password.

Thanks,
 Joanne

Joanne Perperian
 Elections Administrator
 City of Melrose
 562 Main Street
 (781) 979-4125

From: Kamosa, Amy
Sent: Wednesday, April 7, 2021 4:28 PM
To: Murphy, Bridget Simmons (SEC) <bridget.simmons.murphy2@state.ma.us>
Cc: Perperian, Joanne <JPerperian@CityofMelrose.org>
Subject: City of Melrose polling location review

Hi Bridget,

Hope you're well. I'm sure you and the entire office are busy with town elections. I'm writing to let you know that I am leaving the City of Melrose at the end of the month, but before I leave, I wanted to check in to talk to you about a few concerns I have regarding some of the designated polling locations in the city – in particular, the Winthrop school, Hoover School, and City Hall. In particular, I don't believe the Winthrop School meets handicapped accessibility requirements for a polling location. Handicapped parking is an issue at Hoover. With the emergency orders for elections in 2020 we consolidated polling locations, but I'm not sure that these accommodations will be extended for this coming November.

I had already met with the City Council president about this, but it was purely an informational meeting. I'm not sure what the next steps should be. Is it possible for you to do a site visit at some point later this spring to let the city know whether they can continue to use the Winthrop as a

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

polling location?

I'm ccing Joanne on this email—she's your best point of contact moving forward.

Amy Kamosa
City Clerk
City & Schools Webmaster
City of Melrose
akamosa@cityofmelrose.org
781-979-4116

<u>Municipality</u>	<u>Polling Location</u>	<u>Ward</u>	<u>Precinct</u>	<u>Location Complies</u>	<u>Violation Category</u>	<u>Violation Notes</u>
MELROSE						

Steele House 910 Main Street	1	2	No	Parking	The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.
Roosevelt School 253 Vinton Street	1	1	Yes		
Melrose Veterans Memorial School Gymnasiums 90 Melrose Street			No	Parking	The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

000001

Massachusetts Polling Place Accessibility Survey Results

<u>Municipality</u>	<u>Polling Location</u>	<u>Ward</u>	<u>Precinct</u>	<u>Location Complies</u>	<u>Violation Category</u>	<u>Violation Notes</u>
MELROSE						
	City Council Chambers 562 Main Street	4 & 6	4-1, 6-1	No	Path of Travel	There is damage to the pavement near the accessible entrance causing change in level greater than 1/2 inch which needs to be addressed with patching to ensure a continuous common surface.
					Elevator	Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.
	Hoover Elementary School 37 Glendower Street	7	1 & 2	Yes	Parking	Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.
					Entrance	Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.
	Winthrop Elementary School 162 1st Street	4 & 6	4-2, 6-2	No	Path of travel	The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

From: Perperian, Joanne
To: Foote, Kristin
Cc: *Mayor Brodeur; Cindy Silveira; Eric Wildman (ewildman@comcast.net); Ted Hunt (drainsurgeon1@comcast.net); Grigoraitis, Jennifer; Cinella, Christopher
Subject: FW: City of Melrose Site Surveys
Date: Thursday, May 20, 2021 5:36:20 PM
Attachments: 950 CMR 51- Polling Place Accessibility.pdf
Amended 950 CMR 51.pdf
MELROSE 5-14-2021.pdf

Good Afternoon,

Thank you again for attending last week's polling location survey. I wanted to loop you all in on Bridget's report which indicates whether or not the sites comply with the Polling Place Accessibility for Elderly and Handicapped Voters regulations. As we learned, some polling locations had very minor corrections to bring us into compliance, while other sites' violations need to be addressed well in advance of the November election.

Please let me know if anyone has any follow up questions or concerns after reading the survey results and I will reach out to Bridget.

Best,
 Joanne

Joanne Perperian
 Elections Administrator
 City of Melrose
 562 Main Street
 (781) 979-4125

From: Murphy, Bridget Simmons (SEC) [mailto:bridget.simmons.murphy2@state.ma.us]
Sent: Thursday, May 20, 2021 3:01 PM
To: Perperian, Joanne <JPerperian@CityofMelrose.org>
Cc: Tassinari, Michelle (SEC) <michelle.tassinari@state.ma.us>
Subject: RE: City of Melrose Site Surveys

Dear Joanne,

I am writing to follow-up on the polling location survey we conducted with Mayor Paul Brodeur, City Clerk Kristin Foote, Chair of the Board of Registrars Theodore Hunt, Board of Registrars Member Cynthia Silveira, Board of Registrars Member Eric Wildman, City Council President Christopher Cinella, and City Councilor Jennifer Grigoraitis, on Friday, May 14, 2020. Specifically, we surveyed City Council Chambers in City Hall, the Hoover Elementary School, the Winthrop Elementary School, the Steele House, the Roosevelt School, and the Melrose Veterans Memorial School Gymnasiums, to ensure compliance with the Polling Place Accessibility for Elderly and Handicapped Voters regulations. 950 C.M.R. § 51.00, et seq.

During the survey, we reviewed a number of issues, including site access, parking, entrance, and building interior at each location. After a thorough review of these proposed polling locations, it appears at the time of our survey some of these locations require changes to be fully compliant with the

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

regulations governing accessibility of polling places.

Please see the attached report indicating whether or not the location complies with 950 CMR § 51.00. The non-compliant specific deficiencies are identified. To help you understand the enclosed report, the following explains the column titles.

Municipality: The city/town of the polling locations.

Polling Location: The actual location of the polling place.

Ward: The ward of the polling location.

Precinct(s): The precinct(s) of the polling location.

Location Complies: If yes, the polling location meets the requirements of 950 CMR § 51.00. If no, the polling location does not meet the requirements of 950 CMR § 51.00.

Violation Category: Of this column has data, then the notes include information regarding the reason the polling location does not meet the requirements of 950 CMR § 51.00.

As we discussed, please provide this office with an action plan of how the city of Melrose intends to make these polling places accessible in accordance with 950 CMR § 51.00 et seq. Photos of updates to ensure accessibility are helpful and can be emailed to me at bridget.murphy@sec.state.ma.us. If you would like, I am also happy to schedule a time to come back to survey these locations with you at a future date.

I hope you find this report helpful. If you have any questions, please let me know. I look forward to hearing back from you.

Thank you for all that you do to ensure voting is fully accessible in Melrose!

-Bridget

Bridget Simmons Murphy

Project Manager

Elections Division

Office of the Secretary of the Commonwealth of Massachusetts William Francis Galvin

bridget.murphy@sec.state.ma.us

From: Perperian, Joanne <JPerperian@CityofMelrose.org>

Sent: Monday, May 17, 2021 11:23 AM

To: Murphy, Bridget Simmons (SEC) <bridget.murphy@sec.state.ma.us>

Subject: RE: City of Melrose Site Surveys

Hi Bridget,

Thank you for your reply. Here is who attended the tour on Friday:

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

Mayor Paul Brodeur
 Kristin Foote, City Clerk
 Theodore Hunt, Board of Registrars - Chair
 Cynthia Silveira, Board of Registrars
 Eric Wildman, Board of Registrars
 Christopher Cinella, City Council President
 Jennifer Grigoraitis, City Councilor

Here are the locations with Wards and Precincts we visited:

City Hall	Ward 4 Ward 6	Precinct 1 Precinct 1
Hoover Elementary	Ward 7	Precincts 1 & 2
Winthrop Elementary	Ward 4 Ward 6	Precinct 2 Precinct 2
Steele House	Ward 1	Precinct 2
Roosevelt Elementary	Ward 1	Precinct 1

Let me know if you need anything else.

Take care,
 Joanne

Joanne Perperian
 Elections Administrator
 City of Melrose
 562 Main Street
 (781) 979-4125

From: Murphy, Bridget Simmons (SEC) [<mailto:bridget.murphy@sec.state.ma.us>]
Sent: Monday, May 17, 2021 11:14 AM
To: Perperian, Joanne <JPerperian@CityofMelrose.org>
Subject: RE: City of Melrose Site Surveys

****** CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ********

Hi Joanne,

Great to see you and everyone on Friday and thanks for your kind words.

I am preparing the survey results and will email them to you as soon as I can.

Can you please email me the names and titles of everyone who joined us at the visits? I want to



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet

James Troup
Assistant Director - Administration & Finance

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142
E-mail: jtroup@cityofmelrose.org

June 25, 2021

To: Kristin Foote, City Clerk
Joanne Perperian, Assistant City Clerk

From: James Troup, DPW Deputy Director Administration and Finance

Cc: Elena Proakis Ellis, DPW Director
Jay McNeil, Facilities Manager
Peter Pietrantonio, Operations Manager

RE: Polling Location Accessibility Response

The Department of Public Works has reviewed the results of the survey conducted on the various polling locations throughout the City. Please see our response and action plan for all locations that were found out of compliance and in need of remediation. Items in italics reflect the notes provided in the survey results.

City Council Chambers (562 Main Street Wards 4-1 and 6-1):

Path of Travel: There is damage to the pavement near the accessible entrance causing change in level greater than ½ inch which needs to be addressed with patching to ensure a continuous common surface.

- DPW is able to address pavement damage near the accessible entrance, to remove changes in level greater than ½ inch. As part of our normal work order process, this will be added to one of our daily schedules and will result in the repair to ensure a continuous common surface.

Elevator: Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.

- The City has an active service contract with BBE Corporation (Buckley Elevator). There are minimum response times as part of the term of the contract to ensure timely service in case there are any issues with the elevator.

Hoover Elementary School (37 Glendower Street Wards 7-1 and 7-2):

Parking: Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.

- As recommended, use of temporary parking will continue.

Entrance: Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.

- As recommended, both sets of doors will remain open during voting hours.

Attachment: Election Polls - March 18th Email (ORDER-2022-69 : Consolidation of polling location)

Winthrop Elementary School (162 1st Street Wards 4-2 and 6-2):

Path of Travel: The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

- There are significant challenges to addressing the accessibility of the main entrance to the voting area. All proposed remedies would compromise emergency access to the building. The Melrose Fire Department has indicated that they would have significant concerns with their ability to deliver services in the event of an emergency. At present time, we deem the construction of a ramp to allow accessible entry from the Ashcroft Street side to be infeasible. We will examine other opportunities to attempt to arrive at better equity in the length of the path of travel.

Steele House (910 Main Street):

Parking: The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.

- The City can designate temporary accessible parking spaces on the roadway nearest the building entrance being used for polling during elections (either Ashburton Place or Nason Drive).

Melrose Veterans Memorial School Gymnasiums (90 Melrose Street):

Parking: The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

- The DPW can create or purchase and install appropriate "Van Accessible" signage as part of the election setup. Accommodations will also be made to use the existing teachers' parking lot to create more temporary accessible parking.

Thank you very much for your consideration. Please feel welcome to contact the Melrose DPW with any questions you may have.

From: Troup, James
To: Foote, Kristin
Cc: Proakis, Elena; McNeil, Jay; Gibson, James
Subject: Emergency Access Winthrop School
Date: Wednesday, August 11, 2021 2:55:51 PM

Kristin,

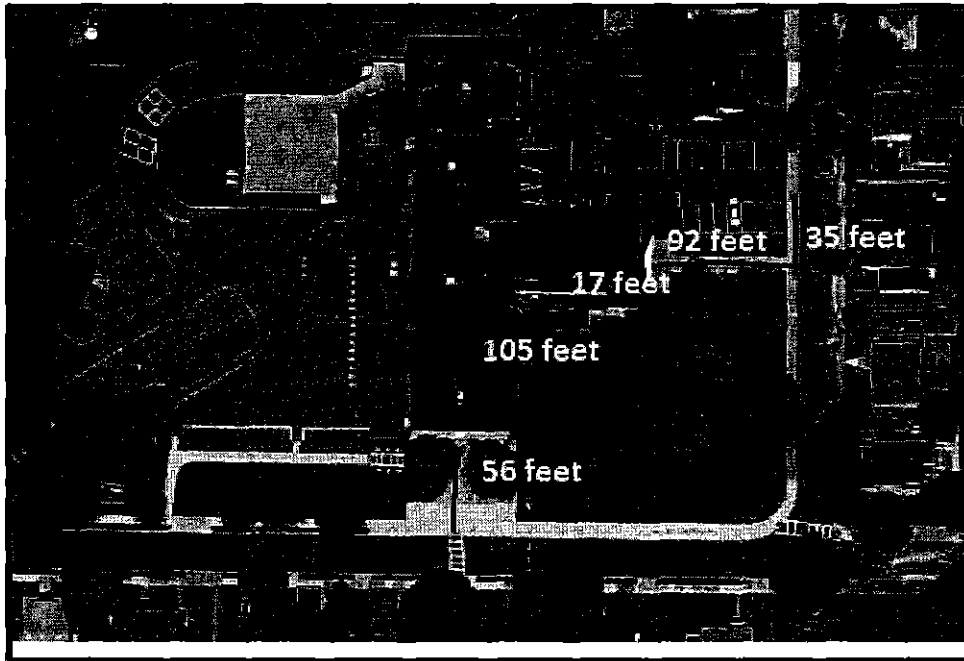
I spoke to Captain Gibson to confirm the information in the memo and there has been a misunderstanding that I hope can be cleared up by updating the order.

The location of a handicap ramp at the Ashcroft Road entrance would not affect emergency access to the building. However, due to the length of the ramp, it may restrict access to the courtyard from the walkway. In the previous conversation where the determination that emergency access would be compromised, the location of the ramp was assumed to be in a different part of the property and may have limited space in the parking lot.

Feasibility issues still remain with any updates to this property.

What is the process to make this correction to the memo?

James Troup
City of Melrose DPW
Deputy Director Administration & Finance
72 Tremont Street
Melrose, MA 02176
(p) 781-665-0142
(f) 781-665-9801



109' from street, 144' to parking lot
from Ashcroft

161' from 1st Street



Department of Public Works
Engineering Division

City Hall, 682 Main Street
Melrose, MA 02176
Tel: (781) 978-4172

Winthrop School
East Street

City of Melrose

*Evaluation of Potential Disparate Adverse Impact on Access to the Polls

Evaluation of potential disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age related to consolidation of Polling Locations to the Melrose Veteran's Memorial Middle School Gymnasium Complex—Melrose Massachusetts

The Melrose Veteran's Memorial Middle School has been chosen as an alternate polling location for the September and November 2020 elections in an effort to provide the most efficient, fair, and accurate election possible for the registered voters of Melrose, within the challenges and constraints associated with the current global Pandemic of Covid-19.

Location and Accessibility:

- The Veteran's Memorial Middle School Gymnasium is in the rear of the Middle and High School complex located at 360 Lynn Fells Parkway.
 - This location is centrally located within 2 miles of nearly every household in the city—this metric is used by DESE to determine if a school district is required to provide bussing to students.
 - It is 0.3 miles from an MBTA bus stop
 - Built in 2007, the gym meets all current ADA requirements for handicapped accessibility.
 - There are 60 parking spaces in the upper lot near the gymnasium with an additional 200+ parking spaces in the main front lots and adjacent side streets.
 - There is a turn-around/ drop off zone for voters receiving rides to the polls

Evaluation of Voters by Age

- The City of Melrose has a voting population of 20,877. Average voting age across the city is 50 years old, with precinct breakdown as follows:

- 1-1 50
- 1-2 52
- 2-1 50
- 2-2 55
- 3-1 51
- 3-2 51
- 4-1 49
- 4-2 67
- 5-1 46
- 5-2 46
- 6-1 52
- 6-2 50
- 7-1 47
- 7-2 50

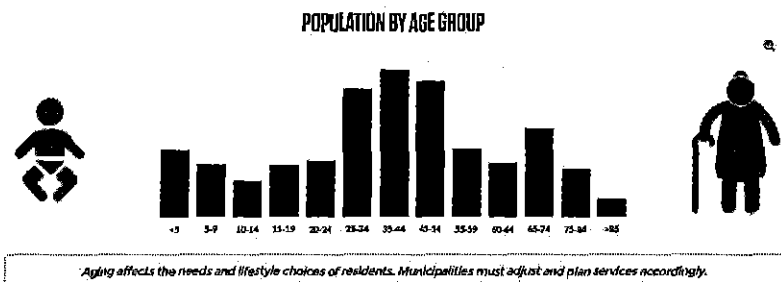


Figure 1 Source: ClearGov

- No single ward or precinct indicates a higher than average vulnerable senior population

*figures updated to reflect 2020 Federal Census data

- Rides will be provided via the Council on Aging to the polls throughout the early voting period, and on Election Day. The Council on Aging also plans to offer support for absentee voting instructions to seniors.

***Race and Nationality and Socioeconomic status**

US Census data from 2020 indicates that 88.2% of Melrose residents (not necessarily registered voters) identify as white, 2.9% as African American, 6.2% as Asian, and 3.2% as Hispanic or Latino. According to the U.S. Census, less than 5% (4.1%) of residents are considered to be persons living in poverty. Senior population, age 65 and over, is 17.2%

Comparing other similar towns that have permanently designated single consolidated polling locations: Wakefield; Stoneham; Reading; North Andover; Burlington – Melrose is similar in population and socioeconomic status—its small geographic size (4.68 square miles) makes it an even more suitable candidate for a single polling location as it allows for more residents to walk to the polls compared to other towns.

Language

As determined by the The Language Minority Provisions of the Voting Rights Act, Section 203 Coverage Formula—Melrose does not have a minority population that would fall under this jurisdictional requirement to provide additional language supports in communicating polling location changes

The number of United States citizens of voting age is a single language group within the jurisdiction:

- Is more than 10,000, or
- Is more than five percent of all voting age citizens, or
- On an Indian reservation, exceeds five percent of all reservation residents; and
- The illiteracy rate of the group is higher than the national illiteracy rate

However, to reach all voters in the city, city website offers direct Google translation of all pages. The city also has translation services through University of Massachusetts if needed to provide information to voters about polling location changes.

Access to City Communications and Information

96% of Melrose residents over the age of 25 are high school graduates, 92% of households have a computer in the home, and 89% of households have internet access. A free weekly newspaper is available by subscription to all households in the city. The city will post a banner over Main St., and in the kiosk in front of city hall to indicate polling location changes. Additional outreach will include public access television announcements and DPW LED signage rotating various intersections.

www.census.gov/quickfacts/melrosecitymassachusetts