

**TOWN OF BETHEL  
SPECIAL TOWN MEETING  
THURSDAY, FEBRUARY 22, 2024**

**CLIFFORD J. HURGIN MUNICIPAL CENTER  
MEETING ROOM "A"  
7:00 PM**

**SPECIAL TOWN MEETING MINUTES**

TOWN CLERK  
BETHEL, CT.

2024 FEB 23 A 10:17

RECEIVED

Present: First Selectman Dan Carter, Selectman, Bryan Terzian, Town Counsel, Melanie P. O'Brien, Town Clerk, Lisa Bergh, Republican Registrar, Timothy Beeble.

Call to Order: First Selectman, Dan Carter called the Special Town Meeting to order at 6:02 P.M. followed by the pledge of allegiance.

Election of a Moderator:

Nick Ellis made a motion to nominate Dan Carter as Moderator.  
The motion was seconded by Bryan Terzian. A vote was taken, motion approved.

Moderator Dan Carter nominated Town Clerk Lisa Bergh as Secretary for the meeting. Bryan Terzian seconded. As there were no further nominations Lisa Bergh is Secretary.

Town Clerk reads the call (see attached).

Town Counsel reads Resolution #1 (see attached).  
The resolution was seconded by Bryan Terzian.

Discussion:

Registrar of Voters Tim Beeble explained the Early Voting plan for Bethel (see attached) that must be submitted to the Secretary of the State.

The Public Act requires this voting plan. According to the PA, towns with a population over 20,000 are able to select more than one polling location for early voting.

Mr. Beeble noted that Bethel should remain with the planned single voting location. An approval of the governing body of the town must be obtained. This is the reason for holding a special town meeting to accomplish this.

Debra Reed of Grandview Avenue asked to bring to this forum her feelings regarding having Berry School be a voting location. She does not feel it is appropriate to allow people in and out of the school to vote while school is in session. She feels it is not safe.

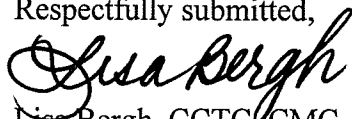
A vote on Resolution was held, motion fails.

A motion to adjourn was made by Nick Ellis, the motion was seconded by Bryan Terzian.

Vote taken; motion accepted.

Meeting adjourned at 6:13 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Bergh". The signature is written in a cursive style with a large, stylized initial "L".

Lisa Bergh, CCTC, CMC  
Bethel Town Clerk

**MOTIONS FOR SPECIAL TOWN MEETING**

**CLIFFORD J. HURGIN MUNICIPAL CENTER**

**MEETING ROOM A**

**1 SCHOOL STREET, BETHEL, CONNECTICUT**

**February 22, 2024 at 6:00PM**

**Shall the Town of Bethel, pursuant to Public Act No. 23-5 *An Act Implementing Early Voting*, direct the Registrars of Voters to designate an additional voting location or locations in Bethel for the purpose of early voting in the 2024 Presidential Primary?**

RECEIVED

2024 FEB 22 A 9:34

TOWN CLERK  
BETHEL, CT.

**WARNING  
NOTICE OF SPECIAL TOWN MEETING  
OF THE TOWN OF BETHEL, CONNECTICUT**



TOWN CLERK  
BETHEL, CT.

2024 FEB 15 A 9:52

RECEIVED

The Legal Voters of the Town of Bethel, Connecticut, and those persons entitled to vote therein, are notified to assemble at a Special Town Meeting to be held in the Clifford J. Hurgin Municipal Center – Meeting Room A, 1 School Street, Bethel, Connecticut 06801 on Thursday, February 22, 2024 at 6:00 p.m. for the following purpose, to wit:

- 1.) To consider and make a determination pursuant to Public Act 23-5 *An Act Implementing Early Voting* as to whether to direct the Registrars of Voters to designate an additional voting location or locations in Bethel for purposes of early voting in the 2024 Presidential Primary.
- 2.) To take any and all action legally necessary or appropriate to accomplish the above intended results.

Dated at Bethel, Connecticut, this 14th day of February, 2024.

**BOARD OF SELECTMEN**  
Daniel E. Carter, First Selectman  
Richard C. Straiton, Selectman  
Bryan Terzian, Selectman

# Early Voting Plan - Bethel CT

2/20/2024

## Presidential Primary 2024

### Location:

Early Voting will be conducted in Meeting Room A of the Municipal Center, 1 School Street, Bethel, CT for four days on March 26th-28th and March 30th from 10:00 AM to 6:00 PM. The Municipal Center has # Handicap parking spaces, an accessible entrance, and Room A is located on the ground floor.

The Registrars of Voters have a key to the building and will arrange to get a key to Room A in order to begin daily set up at 9:00 AM for Early Voting. The Town of Bethel has a population slightly in excess of 20,000. Consequently, a Special Town Meeting will be held on February 22, 2024 to determine whether there will be a 2<sup>nd</sup> Early Voting location in Bethel.

Room A has been used for Election Day Registration (EDR) for State and Federal elections since 2016 and has access to the State's online voter registration system (CVRS). As an EDR location, Room A easily accommodated 2 Privacy Booths, an AVS Station, CVRS station, online voter registration station, a ballot box, as well as table space for ballot clerks and front line check-in workers. Room A with its existing table space will accommodate 4 checker stations for EV.

The Bethel Municipal Center has been a polling place for decades. It has ample parking on the street, in a public lot behind the Municipal Center and in the Bethel Library parking lot which is located across School Street. The Municipal Center Parking offers ten (10) parking spaces for the disabled. There are 3 accessibility ramps plus 2 accessible ground-level doorways to the Municipal Center,

### Preparation:

- Retrieve District Street List boards, tripods & Checker District Signs from Polling Places.
- Print Poll Books on Monday March 25<sup>th</sup> at noon – Republican Districts 1-4 & Democrat Districts 1-4.
- Prepare Moderator Supply Bin.

### Ballots:

- Absentee Ballots for each Party will be coded for the tabulator and memory card as ABs for each of the 4 districts.
- Official Ballots for each Party will be coded for Districts 1-4. Official Ballots will also be used for Early Voting and will be read by the AB Tabulator as Officials but will actually be EV Ballots.

Looking at Data for the last two Presidential Primaries:

- In 2020, 900 Republicans and 1,500 Democrats voted in the Presidential/State Primary.
- In 2016, 1,633 Republicans and 1,599 Democrats voted in the Presidential Primary.

### Early Voting Staff:

There will be 6 election workers for Early Voting:

- Both Deputy Registrars of Voters are Certified Moderators and will serve as the EV Moderator on alternating days.
- Both Registrars or their designated Assistant Registrar, will work each day of Early Voting to supervise the Moderator & election officials, serve as the Checker for District 4 which has less than 400 affiliated

voters, administer curbside voting, register new voters, and approve affiliation changes for Unaffiliated voters, approve changes in registration for in-town moves, and enter each elector in CVRS as voting EV. -3 Checkers will be assigned to one district each (Districts 1-3).

The Registrars of Voters will train the Early Voting election officials.

#### **Daily Set Up for 10 AM – 6 PM Early Voting in Room A:**

- Arrive at 9 AM.
- Set up AVS Machine & printer.
- Set up 2 Laptops & printer – 1 for resident non-electors to register online; 1 for Registrar & CVRS voter look-up and processing.
- Place 4 District Street List Boards and 1 All-District Bethel Map on tripods outside the EV Polling Place.
- Post mandated voting posters, sample ballots and the 75' No-electioneering signs.
- Retrieve sealed Ballot Bags & poll books from the locked Blue Cabinet in the locked ROV Storage Room.
- Moderator checks the seal #s on the ballot bags.
- Erect 2 Privacy booths.
- Roll 2 ballot boxes to EV Room & label with sign for the Democratic or Republican Primary.
- Place Plexiglass screen & District sign in front of each Checker station. Include on sign (Stony Hill, etc).
- Place District D & R Checker Poll Books, R & D District Ballots and EV envelopes at respective stations.
- Set up Accessible Voting System (AVS)
- The Registrar will update the poll books each morning to reflect the new voters who registered on the prior day before noon, as well as voters who cast an Absentee Ballot as reported by the Town Clerk.

#### **Early Voting:**

- Moderator declares the start of EV at 10:00 AM and allows voters to enter the EV polling place.
- Voter must appear at the Checker Table for their assigned District. Voter must announce their Party, their address, their name, and then, present ID to Checker.
- The Checker selects the Party Poll Book, looks up the voter by address, inspects ID, crosses the voter's name out of the poll book in turquoise ink marking "EV" and the date in the margin,
- Registrar confirms the voter eligibility in CVRS, enters them as voting EV, & prints an envelope label.
- Checker then issues the Party Primary Ballot & labeled envelope to the voter.
- No-Printer Alternative: Checker clearly writes the name of the voter on the outside of the envelope and marks it with the party designation of "R" or "D".
- The Checker explains to voter how to fold voted ballot, place in envelope, seal and sign their name.
- Voter proceeds to privacy booth, marks ballot, seals it in a ballot envelope, and signs it.
- Voter proceeds to the Party ballot box. After the Moderator inspects the envelope, voter places in box.
- If the voter does not appear in the Party Poll Book, the Checker will refer the voter to the Registrar who will confirm the voter's registration and affiliation status on CVRS. If the voter does not accept the affiliation as shown in CVRS, then the voter may accompany the Registrar to the ROV Office to inspect their Voter Registration Card. If there is an error in the CVRS data, the Registrar makes the correction in CVRS. If the voter disputes the information in CVRS and/or their paper Voter Registration Card, the Moderator may issue a provisional ballot to the voter.
- If voter has moved in-town, the Registrar will inspect ID, the elector will complete a Voter Registration Card, Registrar will process voter's change in CVRS & make edits in the poll books. The Checker for voter's new District will then proceed with their ID check and cross-off.

-If a registered voter requires curbside assistance, the Registrars will conduct curbside voting. It is the responsibility of the voter to convey their need for curbside assistance to the Moderator or Registrars. The Moderator will cover the Registrars' duties during curbside voting, or at other times when the Registrar must go to the Office to check the card files.

#### **Registration during Early Voting for the Presidential Primary:**

If a resident appears at the Early Voting Polling Place and wants to register to vote, the Registrar will:

- check CVRS to confirm that the voter is not already registered in Bethel or in CT.
- check resident's ID and proof of residence (residents without proper ID must return with ID).
- offer resident the option to register online using the laptop or complete voter registration card.
- approve the registration in CVRS, print a registration card & the approval letter.
- if new voter was registered in CT, contact SDR in the prior town to cross-check voting status.
- if new voter registers before noon, Registrar instructs elector to vote the next EV day or Primary Day.
- if new voter registers after 12:00 noon, advise voter to Early Vote in 2 days or on Primary Day.
- if registered voter is Unaffiliated in Bethel, may affiliate by completing a Voter Registration Card but can only vote on Primary Day.
- each morning, Registrars write names of the prior day's new electors in D/R Poll Book.
- On April 1<sup>st</sup>, the Registrars will add to the poll books the names of formerly unaffiliated electors who affiliated during the Early Voting Period.

#### **Daily Closing of Early Voting:**

- At 6:00 PM the Moderator announces that Early Voting is closed. Anyone in line at 6:00 PM can vote.
- The Checkers count the turquoise cross-offs in the poll books to determine the number of voters in each Party, who cast a ballot by Early Voting, by marking the bottom of each page in the checker book. On successive days, the Checkers will note the new page total without altering the prior days' page totals.
- The Moderator and Registrars will empty the R&D ballot boxes and count the number of ballot envelopes for each Party. This ballot envelope count will be reconciled by the Moderator with the Checkers' cross-off count of voters having been issued ballots that day.
- The Moderator and Registrars reconcile the number of unused ballots, place them in a ballot bag, record the seal numbers and lock them in the ROV Blue Cabinet in the locked ROV Storage Room.
- The Moderator and Registrars place the day's ballot envelopes (R&D envelopes bound separately), the Affidavit of Delivery, and the reconciliation of ballots in the day's EV Ballot Bin, and record the seal #s.
- Place all supplies in the Moderator's bin and return them to the locked ROV Storage Room.
- Disconnect the AVS tablet & laptop PCs and lock them in the Blue Cabinet in the locked ROV Storage Room.
- Leave signage, display boards, 2 printers and privacy booths in-place throughout the EV Period.
- Moderator and Registrars will lock the day's Sealed Bin with EV Ballot Envelopes in the locked and sealed ROV Blue Cabinet in the locked ROV Storage Room that has fire sprinklers. In the morning of the next business day, the Registrars will deliver the prior day's sealed EV Ballot Envelope Bin to the Town Clerk.

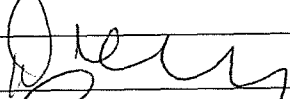
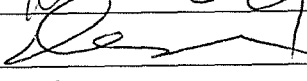
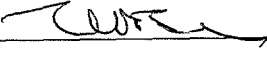
Bethel Special Town Meeting

February 22, 2024

Attendance

Print Name	Address	Signature
✓ 1 Brenda Reed	9 Grandview Ave	Brenda Reed
✓ 2 CATHY DABAKIS	1 WOODLAWN DR.	Cathy Dabakis
✓ 3 Bryan Terzian	42 Longmeadow Ln	Bryan Terzian
✓ 4 Kristin Felder	37 Longmeadow Ln	Kristin Felder
✓ 5 Mary Churchill	2 Laura Lane	Mary Churchill
✓ 6 Lisa Bergh	5 Greenwood	Lisa Bergh
✓ 7 melanie O'Brien	12 crosshill Rd	Melanie O'Brien
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Attendance

Print Name	Address	Signature
✓ 1 Diane FRITCH	12 Fox Den Rd	
✓ 2 DAN CARTER	14 KATRINA CIR	
✓ 3 Tim Bieble	63 Grassy Area St	
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