



**CITY OF LEBANON SPECIAL MEETING
WARD 3 SUPERVISORS OF THE CHECKLIST
MONDAY, FEBRUARY 22, 2021 - 1:00 PM
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/LIVE**

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- 1. Call to Order**
 - 2. Roll Call**
 - 3. New Business**
 - A. Relocation of Ward 3 Polling Place
 - 4. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams and WebEx. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV/AGENDAS](https://LebanonNH.gov/AGENDAS).

RELOCATION OF WARD 3 POLLING PLACE

BACKGROUND

During the renovations to City Hall, the Ward 3 polling location was moved from City Council Chambers to the AVA Gallery & Art Center on Bank Street. Due to circumstances beyond the control of the City Clerk, the spaces previously utilized at AVA will not be available for our use during the March 9, 2021 election.

City Charter Section 419:8 provides that the three supervisors of the checklist for a ward “shall perform all the duties required by law of selectmen of wards in cities”. NH RSA 658:9, I, provides that “[t]he selectmen of each... ward shall provide for a suitable place” in which to hold elections. Accordingly, the Supervisors of the Checklist for Ward 3 must act to designate a suitable polling place for the voters of Ward 3. With renovations at City Hall now complete, it is proposed that the City Council Chambers at 51 North Park Street again be adopted as the Ward 3 polling place.

ACTION

MOVED, that the Supervisors of the Checklist, Ward 3, under their authority as “selectmen of the ward” for Ward 3 in the City of Lebanon, in accordance with NH RSA 658:9-I and City Charter Section 419:8, hereby discontinue the use of AVA Gallery & Art Center, located at 11 Bank Street, Lebanon, as the polling location for Ward 3, and establish the Ward 3 polling location at City Council Chambers, City Hall, 51 North Park Street, Lebanon, effective February 22, 2021.

Included in this Section:

1. NH RSA 658:9-I and City Charter Section 419:8

*City of Lebanon, NH
Friday, February 19, 2021*

Chapter C. Charter

II. ELECTIONS

§ C419:8. Ward Officials.

[Amended 3-14-1978]

Each ward shall at municipal elections choose by ballot a moderator, clerk and three supervisors of the checklist who shall hold office for two years and until their successors are elected and qualified. Said supervisors shall perform all the duties required by law of selectmen of wards in cities and of supervisors of checklists in towns, and for all purposes requiring such officers shall be considered and be the selectmen of their wards. No other selectmen shall be chosen. No person shall continue to perform as a ward official whose name appears on the ballot for an office other than that of a ward official.

TITLE LXIII ELECTIONS

CHAPTER 658 PRE-ELECTION PROCEDURE

Preparation of Polling Place

Section 658:9

658:9 Arrangement. –

- I. The selectmen of each town and ward shall provide for a suitable place in which to hold state elections and shall see that the same is warmed, lighted, and furnished with proper supplies and conveniences. Such supplies and conveniences shall include a ballot box and a sufficient number of pens with machine-readable ink or soft black lead pencils and booths with shelves to enable the voter to mark his or her ballot screened from all observation as to the manner in which he or she does so. Each place in which state elections are held shall be easily accessible as provided in RSA 658:9-a to all persons including persons with disabilities and elderly persons who are otherwise qualified to vote in the choice of any officer or officers to be elected or upon any question submitted at such election. The selectmen of each town and ward shall be charged with the responsibility to see that the flag of the United States is displayed inside and, weather conditions permitting, flown outside the polling place on election day. A guardrail shall be so constructed and placed so that only such persons as are inside such rail can approach within 6 feet of the ballot box and of the voting booths. The arrangements shall be such that the voting booths can be reached only by passing within the guardrail.
- II. The voting booths shall be in plain view of the election officers, and both they and the ballot box shall be in plain view of those outside the guardrail. Each of said booths shall have 3 sides enclosed, one side in front to open and shut by a door swinging outward or to be enclosed with a curtain. Each side of the booths shall be not less than 6 feet high. The booth shall be between 28 and 36 inches wide, and between 28 and 36 inches deep. The door or curtain shall extend to within 2 feet of the floor and shall be closed while the voter is marking his or her ballot. Each booth shall be well lighted and shall contain a shelf between 12 and 15 inches wide running the width of the booth at a convenient height for writing.
- III. In addition to the voting booths described in paragraph II, each polling place shall have at least one voting booth which is easily accessible to elderly persons and to persons with physical disabilities. Each booth shall have 3 sides enclosed, one side in front to open and shut by a door swinging outward or to be enclosed with a curtain. The entrance to the booth shall have a clear opening of at least 60 inches and shall have clearances that comply with the New Hampshire building code, RSA 155-A, and with standards implementing the Americans with Disabilities Act of 1990, 28 C.F.R. part 36. Each side of the booths shall be not less than 6 feet high. The booth shall be at least 60 inches wide at its front, at least 60 inches deep, and at least 60 inches wide along the back wall. The door or curtain shall extend to within 2 feet of the floor and shall be closed while the voter is marking his or her ballot. Each booth shall be well lighted and shall contain a shelf or table at a height of between 30 and 32 inches which shall be convenient for writing with at least 28 inches of unobstructed space from the floor to the bottom of the shelf. The secretary of state shall include a diagram of an accessible booth that satisfies the requirements of this section in the election laws and procedures manual issued pursuant to RSA 652:22.
- IV. In addition to the voting booths described in paragraphs II and III, each polling place shall have table-top voting screens available for use in an election. Each voting screen shall consist of 3 panels, to be positioned on a table or similar surface so that when a voter is marking a ballot he or she is provided privacy. Each panel of the screen shall be at least 17 inches high and 15 inches wide.
- V. (a) Each polling place shall have available for use in an election at least 2 of the voting booths described in paragraph II, one of the voting booths described in paragraph III, and 2 of the voting screens described in

paragraph IV.

(b) The minimum number of voting booths and screens that shall be erected for an election shall be as follows:

(1) For a general election where votes will be cast for president, one for every 100 voters on the checklist. This requirement may be modified with the approval of the secretary of state and the attorney general for specific polling places, if conditions within the polling place will not permit the required number of voting booths. Under no circumstances shall the required number of voting booths drop below one booth for every 125 voters for a general election where votes will be cast for president.

(2) For a general election where votes will not be cast for president, one for every 125 voters on the checklist.

(3) For all other state elections, including the state primary election, one for every 150 voters on the checklist.

(4) For all city, town, school district, and village district elections, one for every 200 voters on the checklist.

(c) The minimum requirements established in subparagraph (b) may be satisfied with any combination of booths or screens, provided that no more than 50 percent of the minimum requirement is satisfied by voting screens and that the requirements of subparagraph (a) are also met. The moderator may require that booths or screens exceeding the minimum number be erected or available at the polling place. This section shall not be interpreted to mandate the erection of voting screens if there are sufficient booths to satisfy the requirements of subparagraph V(b).

VI. In addition to or in lieu of voting booths described in paragraphs II, III, and IV, portable booths set up in pods of up to 4 voting stations may be used. Each pod shall meet the requirements of paragraph II except as described in this paragraph. Each voting station in the pod shall have 2 sides enclosed that are at least 32 inches long and meet at a right angle. A table top shall fit into the corner of the enclosed sides with the edges of the table top that contact the sides being at least 14 inches deep, and the edge of the table facing the voter no less than 25 inches in width. The third, open side of the voting station shall be enclosed by a curtain large enough, and designed in a way, to give the voter privacy.

[Paragraph VII repealed by 2020, 14:13, III effective January 1, 2021.]

VII. The requirements of this section may be satisfied by alternative requirements issued by the secretary of state in consultation with the attorney general and the commissioner of the department of health and human services or designee.

Source. 1979, 436:1. 1987, 210:1. 1998, 110:1. 2007, 312:1. 2008, 66:1. 2014, 105:1. 2015, 196:1, eff. July 6, 2015. 2020, 14:6, eff. July 17, 2020.