

Tim Carroll

From: Tim Carroll <townadministrator@chilmarkma.gov>
Sent: Friday, September 11, 2020 1:43 PM
To: Chuck Hodgkinson (chodgkinson@chilmarkma.gov); Akeyah Lucas; Lenny Jason Jr. (l Jason@chilmarkma.gov); Isaiah L. Scheffer (ischeffer@chilmarkma.gov); Ryan Rossi; Ben Retmier (ttemschieff@vineyard.net)
Cc: rbunker@chilmarkma.gov; Bill Rossi (bill.rossi@compass.com); Jennifer Christy (townclerk@chilmarkma.gov); Assistant Exec Sec
Subject: Early Voting October 15 - 30 in the Town Hall

Hi folks:

The Town Clerk has been directed to put Early Voting (in-person) at the Town Hall instead of the Community Center for two weeks in October. This requires some reorganizing of the town hall space for the safe and efficient operation of the town offices and the election. It also will require that we try to modify your in-office work schedules.

The voting will take place in Conference Room 1 October 17-30. The staff supporting this early voting will be located outside the Building Dept office, in the hallway. Entrance will be via the staircase vestibule. There will be signage created for directing people to EV.

We are removing the bench, printers/paper cart, one filing cabinet, and the storage boxes/loose files from the open area between Conference Room 1 and the Shellfish/Harbor areas. The file cabinet will shift over into a space where the boxes are now.

We will need to file or box up the building permits that are currently loose in the building office and relocate them or make room for them. We will also need to relocate the ConCom & ZBA file boxes to the Library records storage area that Warren Doty has set up for us.

The Early Voting (In-Person) is being set for 8-12 M-F and 10-12 Sat & Sunday. During those times we need to not have Harbor or Shellfish using their office spaces in the Town Hall. Akeyah is there in the afternoons and not a conflict. We are expecting that Chuck will be able to adjust his in-office schedule to avoid being here when the general public will be here for Early Voting during those 10 days.

I would like to adjust Lenny's schedule so he is not in his office during the polling hours. Lenny, could you limit your hours on Tuesday and Thursday morning for those two weeks and not be here after 8 AM? Let me know what we can arrange. If Lenny must be here, we will build a temporary wall/plexiglass between the building office and the hallway.

Please let me know if you have any concerns. Thank you for your help and support during these strange times.

Tim

Tim Carroll

Town Administrator

Town of Chilmark

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Please note the new email address above. Old address will be discontinued.