

WARREN COUNTY BOARD OF ELECTIONS

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SUPPORT SERVICES/FACILITIES COMMITTEES JANUARY 30, 2008

AGENDA

HAVA Plan B 2008 Approved “Ballot Marking Device” (BMD).
New York State Board of Elections Meet on 1/24/08 and approved a list of 3 voting BMDs that can be used in 2008. All approved systems are Optical-Scan Systems.

SPACE NEEDS

Security is of the utmost concern and needs to be a major priority.

Space needs are for the Hardware, including Scanners, Ballot Marking System including audio and puff and sip appliances.

Hardware for producing the ballots (70 styles) includes SQL Server, two work stations. This includes audio and puff and sip style set up and testing.

There is mandatory quarterly testing of ALL systems with not less than 250 ballots cast per test.

There is a mandatory “Public Viewing” of all machine certification processes prior to and at the conclusion of the election. These would need to happen before deployment to the polling locations and for the machine recanvass the day after the election.

Mandatory manual recounts (1 of each Town/Ward 19 styles) 19 tables and not less than 38 chairs for counters(1 from each party).

This recount must be open to the public. The ballots to be counted are locked into the secured systems and must remain in a secure location to be counted.

All Election materials that need to be deployed for election day should be in the same location. All handicapped signs and parking notices. There will be privacy booths that will need to be stored. One booth for every 250 voters is required.

Ballots, both voted and not voted will be secured in the voting systems to be deployed. We will be ordering 200% of the voter population as each voter can make 2 mistakes and get a final third ballot if necessary (86,000 ballots in a General Election). There is a mandatory 2 years to 5 years retention requirement for all ballots.

1. VOTING SYSTEM FACILITY

Each county must have a voting system storage facility (facilities) capable of housing their voting systems in a secure environment that accommodates all work associated with the maintenance, ownership and use of same. Due diligence to safeguard voting systems and ancillary equipment is essential, and is the sole responsibility of the County Board of Elections. Counties shall consider but not be limited to the following factors when assessing and selecting a facility:

- adequate security for entire facility (voting systems, programming memory devices, memory cards, voting system software)
- proximity to poll sites
- distance from and avoidance of environmental hazards
- adequate power supply and number of electrical outlets
- adequate heating, ventilation and air conditioning (HVAC) for a comfortable work environment especially when multiple systems are in use
 - air conditioning – must be capable of handling peak loads during calendar year
 - ventilation – must be capable of recirculating air within the facility or using a fresh air return to recirculate air.
- adequate protection from elements (rain, snow)
- work space adequate for system setup, candidate and party representative viewing of systems, recanvass, audits, etc
- adequate storage space for privacy booths, tables, chairs, demonstration models/diagrams, spare parts and system consumables
- secure archive storage (storage of paper product from each election, VVPAT, ballots)
- loading dock (staging area, shipping, receiving)
- ergonomics of facility: ingress, egress, paths of travel
- freight elevator (maximum weight capacity, dimensions, staging area)
- square footage (with room for expansion)

Counties should review the vendor's warranty, as certain additional storage requirements may need to be met in order to maintain the warranty.

1.1 Facility Design

Many considerations need to be addressed when selecting a facility that meets the needs for the physical layout of voting systems to be stored. Such factors include but not limited to how and where the voting systems will be:

- programmed/configured
 - tested (routine testing and pre-election testing)
 - repaired
 - stored (stacked versus un-stacked)
 - prepared for deployment to polling sites
 - canvassed, re-canvassed, audited
 - election night tally
- VVPAT / paper ballot tally counting

1.2 Climate Control Recommendations

It is recommended that County Boards implement proper climate control devices in the facility. Adequate heating, ventilation and air conditioning (HVAC) is necessary to ensure that the machines' warranty provisions are complied with, to avoid machine damage and to maintain a comfortable work environment especially when multiple systems are in use.

1.3 Electrical Recommendations

It is recommended that County Boards have ample electrical power supply and the required amount of outlets at the facility, to satisfy the simultaneous operation of several voting systems, as well as resources for charging the battery backup systems. For example, a county may have to power-up all systems at once for a public demonstration.

1.4 Physical Security Recommendations

It is recommended that at all times other than those times at which voting systems are brought to the polling place, voting systems for each county are locked in a controlled room, in a county facility. This also includes the secure storage of the memory cards, programming memory device(s) and copies of the voting system software. It is recommended that the facility have perimeter alarms, secure locks, video surveillance and/or regular visits by security guards. Access to the facility should be monitored by county staff and all persons who enter the facility must be so authorized, and must sign a log book upon their entry and exit. It is suggested that the county implement additional access control devices such as swipe cards or similar automatic logging of entry and exit for all authorized staff.

1.5 Public Accessibility Recommendations

It is recommended that the county facility meet the same accessibility requirements for persons with disabilities, as are required for a polling place.

Centralized Voting Machine Facilities

The actual physical layout of each Voting Machine Facilities (VMF) varies. **Each voting machine is allocated 32 square feet of space in the open position.** The machines are usually lined up with a five-foot wide aisle in the front and a three-foot aisle behind. We have sought to store the machines in a manner that allows us to readily inspect, test and service them as well as having them available for their pre-election public inspection and post-election re-canvass.

Additional space must be allocated for the storage of supplies, preparation of materials, and other support functions. An office area is also needed to provide a location to perform the required data entry functions. Each facility needs sufficient space in terms of a loading dock as well as space to stage machines for pick-up or return. Another key element is ease of access, either on street level or having sufficient elevators to allow for the movement of numerous machines to or from upper or lower floors.

Storage:

Each VMF will have to store voting machine, Election Day supplies, records, parts and space for technical staff. We require space in front and back of each voting machine to allow technician to service them in their storage locations, **(i.e. perform quarterly charging and testing, repairs, election set-up, public viewing, and re-canvass).**

Power Requirements:

Sufficient electrical systems will be needed to accommodate the power requirements of 77 machines, plus data entry office and to charge the 77 batteries. Batteries will need to be charged one to two months, according to the manufacturer's specs. The machines will be powered-on at least every three months so that NYS required quarterly testing could be performed.

Environmental Conditions:

There are environmental requirements to accommodate year-around maintenance activities that are required by NYS regulations. The facility must have an adequate heating and cooling system to maintain a temperature similar to an office. The facility must also be exposed to limited dust conditions.

Security System:

A security system is a must in the VMF.

Records:

All records may have to be retained for 5 years. This includes, but not limited to, all ballots, "Voter Verifiable Paper Record", the zero proof printouts, results printout, quarterly test records and all maintenance records for each voting machine. A fair estimate of a least 2 Sq. Ft. of space is required per machine or 154 Sq. Ft for each year of retention, totaling 770 Sq. Ft.

Supplies:

Each voting machine will need Election Day supplies and supplies during the rest of the year, at least 1 Sq. Ft. per machine totaling 77 Sq. Ft.

To reiterate, the facility must have adequate environmental controls, electrical power and the other internal support system to make it a safe and functional work site. **The Queensbury voting machine work area is 1536 square feet where 24 of the 28 machines are set up to be viewed for election. We need at least three times that space to set up 77 machines and that is not counting our supply storage, records storage, or a data entry office.**

Obviously, if the County expected our present offices to also be housed in the VMF then we would need an additional 2,972 square feet of space. **The total size of this facility would then have to be at least 7,580 Sq. Ft.**