

Information Supplied by Secretary of State on
Early Processing of Absentee Ballots

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From: Flynn, Julie <Julie.Flynn@maine.gov>

Sent: Monday, February 1, 2021 9:38 AM

To: Bellows, Shenna <Shenna.Bellows@maine.gov>; Cook, Emily <Emily.Cook@maine.gov>

Subject: procedures for early processing

Importance: High

People can be there to observe and 2 people must be processing at all times. They open the envelope, remove the folded ballot, amass a handful of folded ballots in order to conceal which voters the ballots are from, then unfold them to insert them into the tabulator.

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Fact Sheet on Early Processing of Ballots for 11/3/20 General Election
Pursuant to Title 21-A Section 760-B

1. **Optional procedure:** Note: Executive Order 8 FY 20/21 allows processing of absentee ballots to begin as early as seven days prior to the election.
 - The Municipal Clerk may opt to process absentee ballots the **Tuesday (10/27), Wednesday (10/28), Thursday (10/29), Friday (10/30), Saturday (10/31), Sunday (11/1), and/or Monday (11/2)** prior to Election Day (11/3).
2. **Time limits on processing**
 - Processing can occur between 9 am and 9 pm on any of the seven days (**October 27 – November 2**) prior to Election Day, unless an inspection is requested (see section 4). If an inspection is requested, the inspection period would be 9 am to 10 am and processing may not begin until after 10 am.
 - The Municipal Clerk designates the time for processing to begin.
3. **Notice requirements**
 - The Municipal Clerk must complete the Notice of Intent to Process Absentee Ballots Prior to Election Day to designate 1 hour for inspection and designate the time for early processing to start after the inspection period. If no inspection is requested, the Clerk may begin processing at 9 am (or at chosen time after 9 am), by designating Time Processing Begins as “9 am, or immediately following a requested inspection”.
 - The Municipal Clerk must give notice at least 30 days before Election Day (**by 5 pm on Monday, October 4, 2020** – filing deadline was modified Executive Order 8 FY 20/21) by:
 - mailing a copy of the Notice of Intent to Process Absentee Ballots Prior to Election Day to the Municipal Party Chairs (D, G, R) at their last known addresses; or by mailing a copy of the Notice of Election to the State Party Chairs (if no municipal chairs); **and**
 - providing a copy of the Notice to the Division of Elections by one of these methods
 1. Email a scanned attachment (cec.officials@maine.gov)
 2. Fax (287-6545 or 287-5428)
 3. Mail (101 SHS, Augusta, ME 04333)

Note: If a copy of the Notice of Intent to Process Absentee Ballots Prior to Election Day is not received by the Division of Elections by **October 5, 2020**, the municipality **may not** process absentees prior to the election.
4. **Inspection before Processing**
 - A member of the public who wishes to inspect absentee materials must make a written request to the Clerk **by 9 am on each day that the clerk intends to process absentee ballots prior to Election Day**, to inspect the absentee applications/envelopes before they are processed.
 - The Municipal Clerk must allow **1 hour** for inspection before processing (e.g. 9 am to 10 am).
 - The Municipal Clerk may start processing immediately after the inspection period has elapsed, or at the time designated on the Notice, if later.
5. **Ballot Processing and Other Procedures**
 - The Municipal Clerk follows absentee ballot processing procedures in Title 21-A §759, §760-A.
 - The procedures for handling full ballot boxes (optical scan only), pollwatching and challenging ballots are conducted in the same manner as on Election Day.
6. **Counting and Results Prohibited before the Close of the Polls on Election Day**
 - Ballots **may not** be counted, voter intent **may not** be determined and election results **may not** be obtained or released until after the polls close on Election Day (and after all in-person voters have voted and all absentee ballots have been processed).
7. **Security of Processed Ballots and Tabulating Equipment**

At the conclusion of early absentee ballot processing, the Municipal Clerk shall ensure:

 - the processed absentee ballots are locked and sealed in tamper-proof containers, as required by the “Uniform Guidelines for Securing Ballots and Other Materials”; and
 - these locked and sealed containers must be further secured in a vault or other locked, secure location until ballots are counted after the polls close on Election Day.

Instructions for Completing the Notice of Intent to Process Absentee Ballots Prior to Election Day
Revised by the Office of the Secretary of State, September 2020

The Notice provided in this mailing is **only for the purpose of notifying the Secretary of State and political parties of the municipality's intent to process absentee ballots prior to Election Day.**

Executive Order 8 FY 20/21 authorizes municipalities the option to process absentee ballots beginning on the 7th day before Election Day, including Sunday. If you choose to process early, you can do so on any date or combination of dates below (with proper notice to this office and the political party chairs, at least 60 days prior to the election):

Early Processing Day Option(s)	Date Option(s)
Tuesday	10/27/2020
Wednesday	10/28/2020
Thursday	10/29/2020
Friday	10/30/2020
Saturday	10/31/2020
Sunday	11/1/2020
Monday	11/2/2020

The steps for completing the Notice are as follows:

1. **Complete the municipality name**
2. **Complete the date(s) and time(s) of Early Processing**
3. **Complete the location name and address for the place where early processing will occur.**
4. **Provide an attested copy** of the completed *Notice of Intent to Process Absentee Ballots Prior to Election Day* to the Secretary of State (Division of Elections) and the municipal chair of each political party **at least 30 days before Election Day (by October 5, 2020)**. Notice to the political parties must be mailed to the last address of each municipal chair known to the Clerk. If there is no municipal chair, the notice must be mailed to the state party chair of each party. Contact information for the state party chairs is provided in this mailing and posted on the Elections Temp page.
5. A copy of the **Notice of Intent to Process Absentee Ballots Prior to Election Day must** be posted with the Notice of Election and sample ballots in each voting district in the municipality at least 7 days prior to election day and each voting place on election day, pursuant to Title 21-A, section 621-A(1). The Clerk shall also record a copy of the Notice of Intent to Process Absentee Ballots Prior to Election Day.

Note: A Clerk intending to process absentee ballots before Election Day must read and comply with the *Uniform Guidelines for Securing Ballots and Other Materials*. The clerk must confirm this fact and initial the Notice of Intent to Process Absentee Ballots Prior to Election Day where indicated. A copy of the Uniform Guidelines is posted on the temp site.

Clerks intending to process absentee ballots only on Election Day before the polls have closed: or process only on Election Day after the polls have closed should not complete the Notice provided in this mailing. These Clerks will need to complete only the actual Notice of Election (to be provided in a future mailing).

Municipalities Processing Absentee Ballots Prior to Election Day
November 3, 2020 General Election

1	A BLT	B CNTY	C MUNICIPALITY	D Insp	E Proc	F Wed 10/28	G Thur 10/29	H Fri 10/30	I Sat 10/31	J Sun 11/1	K Mon 11/2	L Tue 11/3		M Wed 11/4		N Thu 11/5		O Fri 11/6		P Sat 11/7		Q Sun 11/8		R Location and Address for Early Processing		
												Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc		Insp	Proc
1	M	KEN	ALBION	12:30	1:30	8:30	9:30	9	10															10 Besse Building (Drake Room) 22 Main St.		
2	M	YOR	ALFRED	9	10	1	2	9	10															Alfred Town Hall 16 Saco Road		
3	M	OXF	ANDOVER																					10 17 Stillman Road		
4	M	SOM	ANSON																					Town Office 5 Kennebec Street		
5	M	SAG	ARROWSIC																					Town Hall 340 Arrowsic Road		
6	M	YOR	ARUNDEL																							
7	M	AND	AUBURN	9	9	9	9	9	9															Auburn Hall 60 Court Street (Second Floor)		
8	M	KEN	AUGUSTA	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	10 Augusta City Center 16 Cony Street		
9	M	PEN	BANGOR	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Cross Insurance Center 515 Main Street		
10	M	HAN	BAR HARBOR																					Municipal Auditorium 93 Cottage Street 3rd floor		
11	M	SAG	BATH																					City Hall 55 Front Street		
12	M	WAL	BELFAST																					The Belfast Boathouse 34 Commercial Street		
13	M	KEN	BELGRADE																					990 Augusta Road		
14	M	WAL	BELMONT																					Town Office 613 Back Belmont Road		
15	M	WAL	BELMONT																					Benton Town Office 1279 Clinton Avenue		
16	M	KEN	BENTON																					Bethel Town Office Berwick Auditorium		
17	M	YOR	BERWICK	1	2	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	Bethel Town Office 19 Main Street		
18	M	OXF	BETHEL	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Biddeford City Hall Council Chambers 205 Main St		
19	M	YOR	BIDDEFORD																					263 Main Street Bingham Quimby School Gym		
20	M	SOM	BINGHAM																					60 High Street Blue Hill Consolidated School		
21	P	HAN	BLUE HILL																					Boothbay Town Office 7 Corey Lane		
22	M	LIN	BOOTHBAY	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10			
23	M	LIN	BOOTHBAY																					Boothbay Harbor Fire Station 11 Howard Street		
24	M	LIN	HARBOR																					23 Cornish Drive		
25	M	SAG	BOWDOIN																					Bowdoinham Town Office 13 School Street		
26	M	SAG	BOWDOINHAM																					Town Hall Community Center 345 East Road		
27	M	PEN	BRADFORD																					Bradley Fire Department 171 Main Street		
28	M	PEN	BRADLEY																					318 Wilson Street		
29	M	PEN	BREWER	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	Downstairs Meeting Room Municipal Complex 10 Iredale St	
30	M	CUM	BRIDGTON	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Bristol Town Hall 1268 Bristol Road		
31	M	LIN	BRISTOL	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	3:30	4:30	67 Railroad Avenue American Legion Building		
32	M	PIS	BROWNVILLE																					11		
33	M	CUM	BRUNSWICK	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Brunswick Town Hall 85 Union Street	
34	M	HAN	BUCKSPORT	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Bucksport Town Office Council Chambers 50 Main Street	
35	M	YOR	BUXTON	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Buxton Town Hall 185 Portland Road	
36	M	WAS	CALAIS	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	4	5	Calais City Building 11 Church Street
37	M	KNO	CAMDEN																						Town Office, 29 Elm Street, 3rd Floor	
38	M	SOM	CANAAN																						277 Main Street Canaan Town Office	
39	M	CUM	CAPE ELIZABETH	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Town Hall 320 Ocean House Road	
40	M	ARO	CARIBOU/CONNOR																						Caribou Municipal Building City Clerk's Office 25 High Street	
41	M	PEN	CARMEL																						4 Carmel Town Office 1 Safety Lane	
42	M	CUM	CASCO	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	940 Meadow Road	
43	M	PEN	CHARLESTON																						10 Charleston Town Office 125 School Road	

Municipalities Processing Absentee Ballots Prior to Election Day

November 3, 2020 General Election

A BLT	B CNTY	C MUNICIPALITY	D Tues 10/27		E Wed 10/28		F Thur 10/29		G Fri 10/30		H Sat 10/31		I Sun 11/1		J Mon 11/2		Q Proc	R Location and Address for Early Processing
			Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc		
1	M	KEN CHELSEA																560 Togus Road Chelsea
44	M	WAS CHERRYFIELD																9 12 Municipal Way
45	M	PEN CHESTER																Marianne Municipal Building 43 South Chester Road
46	P	PEN CHINA																China Town Office 571 Lakeview Drive
47	M	PEN CLIFTON																Clifton Town Office 135 Airline Road
48	M	PEN CLINTON																Clinton Town Office 27 Baker Street
49	M	WAS COLUMBIA FALLS																Columbia Falls Town Office 8 Point Street
50	P	PEN CORINTH																Corinth Town Office 31 Exeter Road
51	M	ARO CRYSTAL																Island Falls Municipal Building 68 Houlton Road
52	P	CUM CUMBERLAND																9 290 Tuttle Road
53	M	MNO CUSHING																3 39 Cross Road
54	M	LIN DAMARISCOTTA																1 Damariscotta Town Office Meeting Room 21 School Street
55	M	YOR DAYTON																Dayton Town Office 33 Clarks Mills Road
56	M	HAN DEDHAM																Dedham Town Office 2073 Main Road
57	M	HAN DEER ISLE																9 Town Office Deer Isle 70 Church Street
58	M	HAN DEER ISLE																5 V.F.W. Hall 24 Cedar Street
59	M	PEN DEXTER																Dixmont Town Office 758 Western Avenue
60	M	PEN DIXMONT																Dover-Foxcroft Municipal Building Gymnasium 48 Morton Avenue
61	M	PIS DOVER-FOXCROFT																Pownborough Hall 314 Patterson Road
62	M	LIN DRESDEN																Durham Town Office 630 Hallowell Road
63	M	AND DURHAM																864 Dyer Brook Road
64	P	ARO DYER BROOK																132 Cutler Road
65	M	WAS EAST MACHIAS																Municipal Building 53 Main Street
66	M	PEN EAST MILLINOCKET																Eddington Municipal Building 906 Main Road
67	M	PEN EDDINGTON																Edgecomb Town Hall 16 Town Hall Road
68	M	LIN EDGECOMB																Eliot Town Office 1333 State Road
69	M	YOR ELIOT																5 City of Ellsworth 1 City Hall Plaza City Hall Auditorium
70	M	HAN ELLSWORTH																9 61 Water Street Fairfield Community Center
71	M	SOM FAIRFIELD																10 Falmouth Town Hall 271 Falmouth Road
72	M	CUM FAIRMOUTH																Town of Farmingdale 289 Maine Avenue
73	M	KEN FARMINGDALE																153 Farmington Falls Road
74	M	FRA FARMINGTON																18 Community Center Drive
75	M	ARO FORT FAIRFIELD																10 Town Office 416 West Main Street
76	M	ARO FORT KENT																Freedom Town Office 71 Pleasant Street
77	P	WAL FREEDOM																Town Hall 30 Main Street
78	M	CUM FREEPORT																Frenchville Town Office 285 US Route 1
79	M	ARO FRENCHVILLE																10 Fairway Lane Frye Island or 7 Ferry Landing Road Raymond depending on Island Closure
80	P	CUM FRYE ISLAND																Gardiner City Hall 6 Church Street
81	M	KEN GARDINER																Georgetown Town Office 50 Bay Point Road
82	M	SAG GEORGETOWN																Gorham Municipal Center 75 South Street
83	M	CUM GORHAM																

Municipalities Processing Absentee Ballots Prior to Election Day
November 3, 2020 General Election

A BLT	B CNTY	C MUNICIPALITY	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
																		Tues 10/27
Location and Address for Early Processing																		
1			Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc		Newbegin Gym 22 Main Street @Henry Pennell Municipal Complex
84	M	CUM GRAY			9	9	9	9	9	9					9	9		Greene Fire Department 106 Patten Road
85	M	AND GREENE					9	10							9	10		Greenwood Town Office 593 Gore Road
86	M	OXF GREENWOOD					9	10							9	10		Hamden Municipal Building 106 Western Avenue
87	M	PEN HAMPDEN	9	9	9	9	9	9	9	9	9	9	9	9	2	2		Hamden Municipal Building 106 Western Avenue
88	M	HAN HANCOCK													9	10		18 Point Road
89	M	CUM HARPSWELL	9	9	9	9	9	9	9	9	9	9	9	9	9	9		Harpwell Town Office 263 Mountain Road
90	M	CUM HARRISON	9	10	9	10	9	10	9	10	9	10	9	10	9	10		20 Front Street
91	M	SOM HARTLAND							9	10	9	10	9	10	9	10		Hartland Fire Station 43 Canaan Road
92	M	PEN HERMON			9	9			9	9								Patricia A Druan School (elementary) 235 Billings Road
93	M	OXF HIRAM									9	9						Hiram Town Office 16 Nasons Way (formerly 25 Allard Circle)
94	M	YOR HOLLIS	9	10			9	10	9	10	9	10	9	10	9	10		Hollis Community Building 34 Town Farm Road
95	M	KNO HOPE					1	2	1	2					2	3		441 Camden Road
96	M	ARO HOULTON	1	1	9	9	9	9	9	9	9	9	9	9	1	1		Houlton Town Office Building 21 Water Street
97	M	PEN HUDSON								9	2							2150 Hudson Road
98	P	ARO ISLAND FALLS													12	1		Island Falls Municipal Building 68 Houlton Road
99	M	FRA JAY			9	9												340 Main Street
100	M	LIN JEFFERSON							9	10	9	10	9	10	9	10		Jefferson Town Office 58 Washington Road
101	M	YOR KENNEBUNK							9	1	9	10	9	10	9	1		Town Hall Auditorium 1 Summer Street
102	M	YOR KENNEBUNKPORT	9	10	9	10	9	10	9	10	9	10	9	10	9	10		Village Fire Station 32 North Street
103	M	YOR KITTERY	9	10	9	10	9	10	9	10	9	10	9	10	9	10		200 Rogers Road (Town Hall)
104	M	HAN LAMOINE								9	10				9	10		Lamoine Town Hall 606 Douglas Highway
105	M	YOR LEBANON									9	10	9	10	9	10		Lebanon Town Office 15 Upper Guinea Road
106	M	PEN LEE	11	12	11	12	11	12	11	12					11	12		Eula Ham Municipal Building 29 Winn Road
107	M	AND LEEDS							9	10	9	10						Leeds Town Office - Lower Level
108	M	PEN LEVANT													1	2		Levant Town Office 691 Townhouse Road
109	M	AND LEWISTON	9	9	9	9	9	9	9	9	9	9	9	12	12	9		Weekdays-Lewiston City Hall 27 Pine Street, Weekends-Lewiston Memorial Armory 65 Central Avenue
110	M	WAL LIBERTY			10	11												Town Office, Overlock Room
111	M	YOR LIMINGTON	9	9						9	9				9	9		Limington Municipal Complex 425 Sokokis Avenue
112	M	PEN LINCOLN									9	9						Lincoln Town Office 29 Main Street
113	M	WAL LINCOLNVILLE	9	9	9	9	9	9	9	9	9	9	9	9	9	9		Lincoville Town Office 493 Hope Road
114	M	AND LISBON	9	9	9	9	9	9	9	9	9	9	9	9	9	9		300 Lisbon Street
115	M	KEN LITCHFIELD									9	9			9	9		2261 Hollowell Road
116	P	ARO LITTLETON													9	4		Littleton Town Office 1536 US Hwy 1
117	M	AND LIVERMORE							9	10	9	10						Livermore Primary School 107 Gibbs Mill Road
118	M	AND LIVERMORE FALLS							9	10	9	10						29 Park Street Fire Dept
119	P	CUM LONG ISLAND							9	9	9	9			9	9		Town Hall 105 Wharf Street
120	M	YOR LYMAN									9	9	9	9				Town Hall 11 South Waterboro Road
121	M	ARO MADAWASKA	9	10	9	10	9	10	9	10	9	10			9	10		Madawaska Town Office Boardroom 328 St. Thomas Street
122	M	SOM MADISON			9	10	9	10	9	10					9	10		108 Old Point Avenue (Old Point Avenue Building)
123	M	KEN MANCHESTER											8	9				Manchester Fire Station 35 Readfield Road

Municipalities Processing Absentee Ballots Prior to Election Day
November 3, 2020 General Election

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
																		BLT
1																		
2																		
124	M	ARO	MAPLETON															Mapleton Town Office 103 Pulcifer Road
125	M	AND	MECHANIC FALLS															Mechanic Falls Town Office 108 Lewiston Street
126	M	PEN	MEDWAY															4 School Street
127	P	SOM	MERCER	8:30	10	8:30	10	8:30	10	8:30	10							Mercer Town Office 1015 Beech Hill Road
128	P	ARO	MERRILL															Merrill Town Office 3391 Rt 2
129	M	PEN	MILFORD															Town Hall 62 Davenport Street
130	M	PEN	MILLINOCKET															Millinocket Town Office 197 Penobscot Avenue
131	M	AND	MINOT															Minot Town Office 329 Woodman Hill Road
132	M	KEN	MONMOUTH															Monmouth Town Hall 859 Main Street
133	P	WAL	MORRILL															244 Weymouth Road Morrill Town Office
134	M	HAN	MOUNT DESERT															Town Hall 21 Sea Street
135	M	CUM	NEW GLOUCESTER															Town Hall 385 Intervale Road
136	M	FRA	NEW SHARON															
137	M	LIN	NEWCASTLE	12	12													86 River Road
138	M	YOR	NEWFIELD															Newfield Town Hall 23 South Effingham Road
139	M	PEN	NEWPORT	9	12													1221 Water Street
140	M	OXF	NEWRY															3422 Bear River Road
141	M	LIN	NOBLEBORO															Nobleboro Town Office Conference Room 192 US Highway 1
142	M	SOM	NORRIDGEWOCK	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Norridgewock Town Office 16 Perkins Street
143	M	YOR	NORTH BERWICK	9	10	9	10	9	10	9	10	9	10	9	10	9	10	North Berwick Town Hall Room 212, 21 Main Street
144	M	CUM	NORTH YARMOUTH															Wescustogo Hall & Community Center 120 Memorial Highway
145	M	WAL	NORTHPORT															Northport Town Office 16 Beech Hill Road
146	M	OXF	NORWAY															Norway Town Hall 19 Danforth Street
147	M	KEN	OAKLAND															Oakland Fire Station 11 Fairfield Street
148	M	YOR	OGUNQUIT	9	10	9	10	9	10	9	10	9	10	9	10	9	10	23 School Street
149	M	YOR	OLD ORCHARD BEACH	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Old Orchard Beach Town Hall 1 Portland Avenue
150	M	PEN	ORONO	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Orono Council Chambers 59 Main Street (upstairs)
151	M	PEN	ORRINGTON	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Town Office 1 Municipal Way
152	M	OXF	OTISFIELD															3292 State Route 121
153	M	KNO	OWLS HEAD															Owls Head Community Building, 224 Ashpoint Drive
154	M	KNO	OXFORD															Town Office Meeting Room 85 Pleasant Street
155	M	WAL	PALERMO															Palermo Town Office
156	M	SOM	PALMYRA															Paimyra Community Center 4 Madawaska Road
157	M	OXF	PARIS	9	9	9	9	9	9	1	1							Paris Town Office 33 Market Square
158	M	YOR	PARSONSFIELD	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Parsonsfeld Town Office 634 North Road
159	M	HAN	PENOBSCOT															Penobscot Fire Station 46 North Penobscot Road
160	M	FRA	PHILLIPS															Phillips Town Office 124 Main Street
161	M	SAG	PHIPPSBURG															Phippsburg Town Hall 1042 Main Road
162	M	SOM	PITTSFIELD	9	10	9	10	9	10	9	10	9	10	9	10	9	10	Pittsfield Town Office 112 Somerset Avenue
163	M	KEN	PITTSTON															Pittston Town Office 37 Whitefield Road
164	M	AND	POLAND															Poland Town Hall 1223 Maine Street Upstairs

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November 3, 2020 General Election

A BLT	B CNTY	C MUNICIPALITY	D	E		F		G		H		I		J		K		L		M		N		O		P		Q		R Location and Address for Early Processing			
				Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc		Insp	Proc	
1																																	
2																																	
165	M	OXF	PORTER																												Porter Town Hall 71 Main Street		
166	M	CUM	PORTLAND	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	389 Congress Street State of Maine Room		
167	M	ARO	PRESQUE ISLE	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	9	9	First Floor City Hall 12 Second Street		
168	P	WAS	PRINCETON																												15 Depot Street		
169	M	KEN	RANDOLPH																												1 Randolph Town Office 121 Kinderhook Street		
170	M	FRA	RANGELEY																												15 School Street		
171	M	CUM	RAYMOND																												Town Office 401 Webbs Mills Road		
172	M	KEN	READFIELD	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	Readfield Town Office 8 Old Kents Hill Road		
173	M	SAG	RICHMOND																												Town Office 26 Gardiner Street		
174	P	SOM	RIPLEY																												Couser Memorial School 47 W Ripley Road		
175	M	KNO	ROCKLAND																												City Council Chambers Rockland City Hall 270 Pleasant Street		
176	M	KNO	ROCKPORT																												Rockport Town Office 101 Main Street		
177	M	KEN	ROME																												108 Mercer Road		
178	M	OXF	RUMFORD	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Rumford Town Hall Auditorium		
179	M	AND	SABATTUS																													Sabattus Town Office 190 Middle Road	
180	M	YOR	SACO	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Saco City Hall Auditorium 300 Main Street		
181	M	SOM	SAINT ALBANS																												8 Water Street		
182	M	KNO	SAINT GEORGE																												Fire Department Meeting Room 3 School Street		
183	M	YOR	SANFORD	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	City Council Chambers, 3rd Floor Sanford City Hall 917 Main Street		
184	M	CUM	SCARBOROUGH																												Scarborough Public Safety Building 275 US Route One		
185	M	WAL	SEARSMONT																												Searsmont Community Building Lower Level 37 Main Street		
186	M	CUM	SEBAGO																												Town Office, 406 Bridgton Road		
187	M	HAN	SEDGWICK																												North Sedgwick Fire Station 202 Sedgwick Ridge Road		
188	M	YOR	SHAPLEIGH																												Shapleigh Town Hall 22 Back Road		
189	M	KEN	SIDNEY																												2986 Middle Road		
190	M	SOM	SKOWHEGAN	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	1	9	Skowhegan Municipal Building 225 Water Street		
191	P	SOM	SMITHFIELD																													Smithfield Municipal Building 926 Village Road	
192	P	ARO	SMYRNA																													Smyrna Town Office 3391 Rt 2	
193	M	SOM	SOLOMON	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	Municipal Office Conference Room 121 South Main Street	
194	M	YOR	SOUTH BERWICK	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Town Hall 180 Main Street		
195	M	LIN	SOUTH BRISTOL																													Town Office South Bristol 470 Clarks Cove Road Fri, Sat - South Portland Community Center Gyn 21 Nelson Road; All other days City Hall Council Chambers 25 Cottage Road	
196	M	CUM	SOUTH PORTLAND	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	125 Spruce Head Road	
197	M	KNO	THOMASTON																													Southport Town Office 361 Hendricks Hill Road	
198	M	LIN	SOUTHPORT																													Standish Municipal Center 175 Northeast Road	
199	M	CUM	STANDISH	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Stonington Hall Second Floor 32 Main Street	
200	M	HAN	STONINGTON																														
201	M	FRA	STRONG	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	Forster Memorial Building (Town Office) 14 South Main Street
202	M	HAN	SULLIVAN																														Sullivan Town Office 1888 US Highway

Municipalities Processing Absentee Ballots Prior to Election Day
November 3, 2020 General Election

A	B	C	D	E	F	G	H	I	J	K	L		M	N		O	P	Q	R	
											BLT	CNTY		MUNICIPALITY	Tues 10/27					Wed 10/28
			Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Insp	Proc	Location and Address for Early Processing	
1	M	OXF	9						12	1	9	10						9	10	Summer Town Office 633 Main Street
203	M	HAN																9	10	Town Office 741 North Bend Road
204	M	OXF																9	10	Town Office 147 Bridgton Road
205	P	OXF																9	9	Thomaston Town Office 13 Valley Street
206	M	KNO																9	9	Topsham Town Office Donald A. Russell Meeting Room 100 Main Street
207	M	SAG	9	9					9	9	9	9						9	9	159 Oak Point Road
208	M	HAN																9	10	Town Office 11 Turner Center Road
209	M	AND																9	9	Union Town Office 567 Common Road
210	M	KNO	9	9					9	9	9	9						2:30	3:30	32 School Street Unity Community Center
211	M	WAL																		Town of Vassalboro 682 Main Street
212	M	KEN																		Town Office 19 Washington School Road
213	P	KNO																10	10	Town Office 1600 Atlantic Hwy
214	M	LIN							9:30	10:30	9:30	10:30	9:30	10:30	9:30	10:30	9:30	10:30	10:30	Tue-Sat Wairren Town Office 167 Western Road, Mon
215	M	KNO	9	10					9	10	9	10						10	11	Masonic Hall 105 Camden Road
216	M	KNO							9	10								4	5	Bryant Room of Gibbs Library 40 Old Union Road
217	M	YOR																9	9	24 Townhouse Road
218	M	KEN																9	9	Waterville City Hall 1 Common Street
219	M	KEN																12	1	Wayne Town Office 48 Pond Road
220	M	YOR	9	9					9	9	9	9						9	9	Wells Town Hall 208 Sanford Road
221	M	SAG	9	10					9	10	9	10								West Bath Town Hall 219 Fosters Point Road
222	M	KEN																10	11	West Gardiner Volunteer Fire Department 322 Spears Corner Road
223	M	OXF							11	12	11	12						11	12	West Paris Town Office 25 Kingsbury Street
224	M	CUM	9	9					9	9	9	9						9	9	Westbrook Community Center 426 Bridge Street
225	P	LIN																2	3	Town Office 6 Fowles Point Road
226	M	LIN							2:30	3:30										Fire House 24 Townhouse Road
227	M	CUM	9	9					9	9	9	9						9	9	Town Hall 8 School Road
228	M	KEN	3	4					3	4	3	4						9	9	Winslow Town Office 114 Benton Avenue
229	M	WAL	10	10					10	10	10	10						10	10	Winterport Town Office 44 Main Street
230	M	KEN							9	9	9	9						9	9	Town Hall 17 Highland Avenue
231	M	LIN																9	10	Wiscasset Community Center 242 Gardiner Road
232	M	SAG	10	11																Woolwich Central School 137 Nequasset Road
233	M	CUM	9	9					9	9	9	9						9	9	Town Hall Community Room 200 Main Street
234	M	YOR																		York High School Robert E. Butler Gymnasium 1 Robert Stevens Drive

**Uniform Guidelines for Securing Ballots and Other Materials
for Early Processing of Absentee Ballots Prior to Election Day
*Hand-count Municipalities Rev. September 2020***

1. Staffing requirements.

- 1.1. A minimum of 2 staff must be in attendance at all times during early processing, when accessing the secure storage area for absentee ballots, or when transporting unprocessed or processed absentee ballots between the secure storage area and the processing location.
- 1.2. The Clerk may designate municipal staff or election officials (Warden, Deputy Warden/Ward Clerk and election clerks) to early process the absentee ballots.
- 1.3. If election clerks are used for early processing, the requirements of 21-A MRS section 503 shall apply.

2. Location for Early Processing.

- 2.1. The Clerk must designate a single location for early processing.
- 2.2. The location must be of sufficient size to accommodate all necessary staff, absentee ballot materials and the ballot box in one processing area, which must be surrounded by a guardrail enclosure similar to the one used on Election Day.
- 2.3. The location must accommodate public access, outside the guardrail enclosure, at all times during early processing of absentee ballots. At a minimum, the public area outside the guardrail enclosure must be large enough to accommodate at least one pollwatcher from each of the qualified parties.

3. Ballots to be processed. The **only** ballots that may be processed prior to Election Day are ballots that meet the following requirements:

- 3.1. Ballots received before the first time designated for early processing on each day that ballots are processed early, which have been added to the CVR and included on the List of Absentee Voters (which is then printed and used for early processing of the ballots); and
- 3.2. Ballots that have been designated on the envelopes (in the Clerk's Notes section) as "OK to Cast"; and
- 3.3. Ballots that have been made available to the public during any inspection period requested by 9 a.m. on each day that absentee ballots are processed prior to Election Day. (If no inspection period has been requested, this requirement does not apply).

4. Ballots that may not be processed. The following ballots **may not** be processed early:

- 4.1. Ballots received prior to Election Day, after processing has begun on each day that absentee ballots are processed early. These ballots may be entered into the CVR, but **may not** be processed until Election Day or a subsequent scheduled day of early processing if the Clerk is processing ballots on multiple days, at the times designated on the Notice of Election for processing.
- 4.2. **Rejected ballots.** These **may not** be processed until after the polls close on Election Day, to allow the voters to vote either in person on Election Day or by a second absentee ballot. Be sure that the absentee ballot is designated as "Rejected" in CVR.

5. Use of official ballot box.

- 5.1. The Clerk must provide an official ballot box, with a functioning lock, for use in processing the ballots.
- 5.2. Before beginning to process ballots, the Clerk/Warden and 1 other staff must open the ballot box, to show publicly that it is empty; re-lock the box; and secure the key until processing is completed.

6. Processing procedure.

- 6.1. The requirements for pollwatching and challenging of ballots are the same as provided in Title 21-A for Election Day.
- 6.2. The procedures for early processing of absentee ballots are the same as provided in Title 21-A for processing absentee ballots on Election Day (§759, §760-A).

7. Securing processed absentee envelopes and applications.

7.1. After processing the ballots, the empty absentee envelopes (with their applications attached, where applicable) must be placed in one or more boxes or envelopes (please do not use tamper-proof containers) separate from the ballots, which are sealed (and locked, if applicable) as required for voted materials on Election Day.

8. Logging and securing processed materials.

- 8.1.** When processing is complete, the election officials must remove the processed absentee ballots from the ballot box, without unfolding them or reviewing any votes cast. The officials must **record the number** of State ballots that were processed (but **not** the votes cast on these ballots) and indicate this number on line A of the “Log of Early Processed Absentee Ballots” (Hand-count Paper Ballots).
- 8.2.** The number of absentee voters, designated on the CVR List of Absentee Voters as having their ballots accepted and processed during the early processing times, must be recorded on line B of the “Log of Early Processed Absentee Ballots” (Hand-count Paper Ballots).
- 8.3.** Any discrepancy between line A and line B must be noted on line C of the log. The Clerk or Warden and a second election official must date and sign the log, and a copy of the log must be submitted to the Division of Elections with the Return of Votes Cast (within 2 business days after the election).
- 8.4.** The ballots must be placed in one or more tamper-proof containers that are labeled “Uncounted Absentee Ballots for the “Name/Date” Election”. Each container must be locked and sealed and the information recorded on a Certificate of Sealed Ballot Container.
- 8.5.** The officials must verify that the ballot box is empty, and make it available for voting on Election Day.
- 8.6.** The locked and sealed tamper-proof containers must be placed in a vault, or other locked and secure location, to which only the Clerk and the Clerk’s designees have access. On Election Day, the Clerk along with at least 1 other person must transport to the voting place the tamper-proof containers of processed, but uncounted, ballots and any absentee ballots not yet processed. The containers must remain within the guardrail enclosure, in view of all persons present, during Election Day until the polls close.
- 8.7.** After the polls have closed on Election Day, and after all voters have voted and all additional absentee ballots have been processed into the ballot box, the Warden must verify that the seal/lock on each tamper-proof container matches the ones recorded on the Certificate of Sealed Ballot Container. The Warden must then open the tamper-proof containers bearing the uncounted ballots and remove the ballots for counting.
- 8.8.** The election clerks will combine the Election Day ballots and early processed absentee ballots and put them in lots of 50, and count them as required by law and the Uniform Counting Procedures provided by the Secretary of State.

9. Designating Absentee Voters on the Incoming Voting List.

- 9.1.** The Clerk or Registrar must enter each absentee voter’s information into the absentee module of the CVR. Each voter who has had an absentee ballot designated as received and accepted in the system will have an “AV” printed on the Incoming Voting List beside the voter’s name, so long as the absentee ballot entries are made before the Incoming Voting List is printed.
- 9.2.** If the Clerk receives absentee ballots from voters after the Incoming Voting List is printed for the election, the Clerk must follow the procedure in Title 21-A §760-A to ensure that the voting list is designated manually with an “AV” beside each voter’s name, before the ballots are processed on Election Day.

Log of Early Processed Absentee Ballots

on _____ :
Date of Early Processing (Complete separate log for each day processed)

Municipality

For the November 3, 2020 General Election

Hand-Count Paper Ballots

- _____ A. Count of the # of absentee ballot envelopes (from which a ballot was removed and processed into ballot box).
- _____ B. Count of the # of voters on the CVR List of Absentee Voters with ballots designated as accepted and processed.
- _____ C. Discrepancy (A – B).

Date/time

Signature of Clerk/Warden

Signature of Second Official

Note: The Clerk must file a copy of this Log with the Return of Votes Cast within 2 business days after the election - by 5:00 pm on Thursday, July 16, 2020.

**Uniform Guidelines for Securing Ballots and Other Materials
for Early Processing of Absentee Ballots Prior to Election Day
DS200 Municipalities Rev. October 2020**

1. Staffing requirements.

- 1.1. A minimum of 2 staff must be in attendance at all times during early processing, including when accessing the secure storage area for absentee ballots, or when transporting unprocessed or processed absentee ballots between the secure storage area and the processing location.
- 1.2. The Clerk may designate municipal staff or election officials (Warden, Deputy Warden/Ward Clerk and election clerks) to early process the absentee ballots.
- 1.3. If election clerks are used for early processing, the requirements of 21-A MRSA section 503 shall apply.

2. Location for Early Processing.

- 2.1. The Clerk must designate a single location for early processing.
- 2.2. The location must be of sufficient size to accommodate all necessary staff, absentee ballot materials and the tabulating device(s) in one processing area, which must be surrounded by a guardrail enclosure similar to the one used on Election Day.
- 2.3. The location must accommodate public access, outside the guardrail enclosure, at all times during early processing of absentee ballots. At a minimum, the public area outside the guardrail enclosure must be large enough to accommodate at least one pollwatcher from each of the qualified parties.

3. Ballots to be processed. The **only** ballots that may be processed prior to Election Day are ballots that meet the following requirements:

- 3.1. Ballots received before the first time designated for early processing on each day that ballots are processed early, which have been added to the CVR and included on the List of Absentee Voters (which is then printed and used for early processing of the ballots); and
- 3.2. Ballots that have been designated on the envelopes (in the Clerk's Notes section) as "OK to Cast"; and
- 3.3. Ballots that have been made available to the public during any inspection period requested by 9 a.m. on each day that absentee ballots are processed prior to Election Day. (If no inspection period has been requested, this requirement does not apply).

4. Ballots that may not be processed. The following ballots **may not** be processed early:

- 4.1. Ballots received prior to Election Day, after processing has begun on each day that absentee ballots are processed early. These ballots may be entered into the CVR, but **may not** be processed until Election Day or a subsequent scheduled date of early processing along with any ballots received on Election Day, at the times designated on the Notice of Election for processing on Election Day.
- 4.2. **Rejected ballots.** These **may not** be processed until after the polls close on Election Day, to allow the voters to vote either in person on Election Day or by a second absentee ballot. Be sure that the absentee ballot is designated as "Rejected" in CVR.

5. Use of official tabulating machine; verifying zero count before processing.

- 5.1. The Clerk must provide a DS200 tabulating machine for use in processing ballots.
- 5.2. Before beginning to process ballots on the first day, the Clerk/Warden and 1 other staff must open both side doors to access the one large compartment of the DS200 tabulating machine, to show publicly that it is empty; re-lock the compartment doors; and secure the key until processing is completed.
- 5.3. Before beginning to process ballots on the first day, the Clerk/Warden also must produce a "Zero" tape and verify that the public counter on the machine reads zero.

NOTE: If the Clerk is processing absentee ballots on more than one day and the same memory stick is being used for each day, the zero tape is only run on the first day of processing. On subsequent early processing days, the Clerk must confirm that the public counter displays the same count as it did when early processing concluded on the prior day and was recorded on the "Log of Early Processed Absentee Ballots".

6. Processing procedure.

- 6.1. The requirements for pollwatching and challenging of ballots are the same as provided in Title 21-A for Election Day.
- 6.2. The procedures for early processing of absentee ballots are the same as provided in Title 21-A for processing absentee ballots on Election Day (§759, §760-A).
- 6.3. The Clerk/Warden must complete the “Warden’s Log of Opening the Ballot Box”, using the same process that is followed on Election Day, before any processed ballots may be removed or compressed.

7. Securing processed absentee envelopes and applications.

- 7.1. After processing the ballots, the empty absentee envelopes (with their applications attached, where applicable) must be placed in one or more boxes or envelopes (please do not use tamper-proof containers) separate from the ballots, which are sealed (and locked, if applicable) as required for voted materials on Election Day.

8. Logging and securing processed materials.

- 8.1. When processing is complete, the Clerk/Warden must record the public counter number on Line A of the “Log of Early Processed Absentee Ballots”.

The Clerk/Warden must ensure that no tally tape of results is generated until after the polls close on Election Day and all voters have voted and all absentee ballots have been processed through the machines. If the Clerk is processing ballots on more than one day, a “Log of Early Processed Absentee Ballots” must be completed each day.

- 8.2. **Ballots that were scanned by the DS200** must be removed and immediately placed in one or more tamper-proof containers, labeled “Fully Counted Absentee Ballots for the *Name/Date* Election”. Each container must be locked and sealed and the information recorded on a Certificate of Sealed Ballot Container.
- 8.3. **Ballots from the auxiliary bin that could not be scanned** must be removed, without reviewing any votes cast. The officials must **record the number** of State ballots that were deposited into the auxiliary bin (but **not** the votes cast on these ballots) and indicate this number on line D of the “Log of Early Processed Absentee Ballots”. These ballots must then be placed in one or more tamper-proof containers that are labeled “Auxiliary Ballots” for the *Name/Date* Election”. Each container must be locked and sealed and the information recorded on a Certificate of Sealed Ballot Container.

NOTE: If the Clerk is processing absentee ballots on more than one day, the fully-counted ballots from each day can be sealed together and the ballots from the auxiliary bin can be sealed together. However, if the Clerk is using multiple machines for early processing, the ballots from the auxiliary bin must be sealed separately and marked as to the machine from which the ballots were removed. After the polls are closed on Election Day and the clerk runs the tape for the early processed ballots, the auxiliary ballots must be tallied on the appropriate “Tabulating Machine Tally Sheet”.

8.4. Options for processing based on the number of tabulators and memory devices.

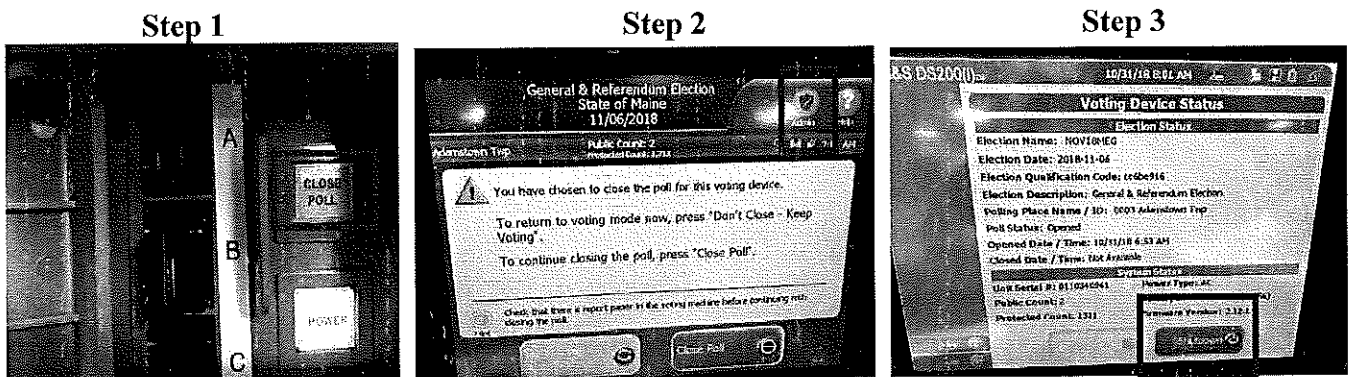
- **Option 1. Use of more than 1 tabulator and memory stick.** If the municipality has at least 2 DS200 tabulators and memory devices, the Clerk must test each memory device and lock it into its own tabulator. If using one or more tabulators for early processing, these same units can be assigned as either DS or absentee units for Election Day at the voting place. For example, if two units are used for early processing, one or both units can be used on Election Day with the DS stick(s). If one unit is designated just for absentees on Election Day, the same ABS stick used for early processing is used, adding additional absentee votes to the stick containing vote totals. Following early processing, the

officials must verify that the one large compartment of the tabulating machine/ballot box is empty and make it available for processing absentees only on Election Day.

Voters, however, MUST process their ballots through a unit with a DS stick on Election Day so that fully blank ballots and those containing an overvote provide a message on the screen allowing the option to make corrections.

The DS200 tabulating machine must be powered off without running any results following early processing by using the following procedure.

Early Processing Shutdown Procedure	
Step 1	Press "Close Poll" button for 1 second (located in memory stick compartment) DO NOT PRESS the "CLOSE POLL" option that will appear on the screen.
Step 2	Select the "Admin" icon at the top right of the screen.
Step 3	Select "Shutdown" on the screen.



(Note: The screenshots above are from 2018. The process is the same for this election).

Unplug the DS200 and place in a vault, or other locked and secure location, to which only the Clerk and the Clerk's designees have access. The memory device must remain locked in the machine. The machine may be removed from the secure storage area and used on the second day of early absentee processing and/or Election Day to process any absentee ballots that were received after the start of early processing and through 8 p.m. on Election Day. The Clerk will transport the second tabulator, with its own memory device, to the voting place and use it for Election Day voting according to the usual procedures. **OR**

- Option 2. Use of 1 tabulator with 2 memory devices.** If the municipality only has 1 DS200 tabulator, but has at least 2 memory devices, the municipality still may process absentee ballots before Election Day by following the procedures in this section. The Clerk must test both memory devices and lock the absentee memory device in the tabulator for early absentee processing and secure the other memory device until early absentee processing is complete. After early absentee processing is completed, the officials must verify that the compartment of the tabulating machine/ballot box used for early processing is empty, power off the tabulator by using the early processing shutdown procedure described above (without running any results) and remove the memory device from the tabulator and secure it until after the polls close on Election Day.

The Clerk then must install and lock the 2nd memory device to be used on Election Day into the tabulator, unplug and place the tabulator in a vault, or other locked and secure location, to which only the Clerk and the Clerk's designees have access. The Clerk will remove the tabulator from the secure storage area and will transport the tabulator to the voting place to be used for Election Day voting

according to the usual procedures. The Clerk will transport the memory device used for early processing of absentee ballots to the voting place and keep it until after the polls have closed and the tally tapes have been printed from the Election Day memory device. Any absentee ballots that were received after the start of early processing and through 8 p.m. on Election Day, must either be processed at the voting place during Election Day using the Election Day memory device, or must be processed after 8 p.m. using the memory device used for early processing. After all Election Day voters have voted and the tally tapes have been printed, the Warden will power off the tabulator, remove the Election Day memory device from the tabulator, insert the early processing memory device and print the tally tapes reflecting the early processed absentee ballots. The Warden will complete a tally sheet for each memory device and combine these tallies on the Warden's Return of Votes Cast.

8.5. The locked and sealed tamper-proof containers of fully counted ballots from early processing must be placed in a vault, or other locked and secure location, to which only the Clerk and the Clerk's designees have access. As long as there is no malfunction in the tabulator that results in the ballots having to be reprocessed, these containers must be kept in the secure storage area and must not be taken to the polls, and must not be opened or have ballots removed either until a recount occurs or the time for retention of ballots in the tamper-proof containers has passed.

8.6. The locked and sealed tamper-proof containers of auxiliary ballots from early processing must be placed in a vault, or other locked and secure location, to which only the Clerk and the Clerk's designees have access. On Election Day, the Clerk, along with another staff, must transport the tamper-proof containers of auxiliary ballots to the polling place or to the central location where the Clerk will process any remaining absentee ballots. The containers must remain within the guardrail enclosure, in view of all persons present, during Election Day, until the polls close.

8.7. After the polls have closed on Election Day, and after all voters have voted and all additional absentee ballots have been processed into the ballot box, the Clerk/Warden must verify that the seal/lock on each tamper-proof container **of auxiliary ballots** matches the ones recorded on the Certificate of Sealed Ballot Container. The Clerk/Warden must then open these tamper-proof containers and remove the ballots to hand-count the auxiliary ballots, according to the Uniform Counting Procedures provided by the Secretary of State.

8.8. The number of absentee voters, designated on the CVR List of Absentee Voters as having their ballots accepted and processed during the early processing times, must be recorded on line B of the "Log of Early Processed Absentee Ballots". Any discrepancy between line A and line B must be noted on line C. The Clerk/Warden and a second election official must date and sign the log, and a copy of the log must be submitted to the Division of Elections with the Return of Votes Cast (within 2 business days after the election). If the Clerk processes absentee ballots on more than one day, a separate "Log of Early Processed Absentee Ballots" must be completed and filed for each day.

9. Designating Absentee Voters on the Incoming Voting List.

9.1. The Clerk or Registrar must enter each absentee voter's information into the absentee module of the CVR. Each voter who has had an absentee ballot designated as received and accepted in the system will have an "AV" printed on the Incoming Voting List beside the voter's name, so long as the absentee ballot entries are made before the Incoming Voting List is printed.

9.2. If the Clerk receives absentee ballots from voters after the Incoming Voting List is printed for the election, the Clerk must follow the procedure in Title 21-A §760-A to ensure that the voting list is designated manually with an "AV" beside each voter's name, before the ballots are processed on Election Day.

Log of Early Processed Absentee Ballots

on _____ :
Date of Early Processing (Complete separate log for each day processed)

Municipality

For the November 3, 2020 General Election

Tabulator Ballots

_____ A. Number on DS200 Tabulator Public Counter at end of processing. Note: **Before processing begins, election officials must verify that the public counter is set at zero and must also print a "zero" tally tape from the machine. If Clerk is processing more than one day, a separate log must be completed for each day. If the Clerk is using the same memory stick for more than one day, the public count on the subsequent day will display the same number as at the end of early processing on the prior day. A zero tape is only run at the beginning of processing on the first day.**

_____ B. Count of the # of voters on the CVR List of Absentee Voters with ballots that are designated as accepted and processed.

_____ C. Discrepancy (if any) between daily change of DS200 public counter and # of voters processed this day .

_____ D. Count of the auxiliary ballots (that must be tallied after the polls close on Election Day).

Date/time

Signature of Clerk/Warden

Signature of Second Official

Note: The Clerk must file a copy of this Log with the Return of Votes Cast within 2 business days after the election - by 5:00 pm on Thursday, November 5, 2020.

DS200 Early Absentee Processing Checklist

1. Print an Absentee Voter Report in CVR and carefully proof the names against your accepted absentees to be early processed. You will use this report (not the Incoming Voting List) to check off names for ballots. (If you have already conducted early processing using an IVL, please use an absentee report if you are doing subsequent processing days) and print a new IVL for Election Day.

Note: If you batch absentees, you will use your proofed (batched) Absentee Voter Reports to check off names.

2. After the name is read and checked off the absentee report, unseal the absentee envelope and remove the ballot(s), keeping all ballots folded. If you have a local election, you will need to look at the top of the ballot only to distinguish the state ballot from the local ballot. Place state ballots (folded) in one bin and local ballots (folded) in a different bin.
3. Once you have accumulated multiple folded absentee ballots in your bin(s), you can begin processing the ballots through the DS200. You may also opt to check off and unseal all ballots to be processed, and then begin scanning – depending on the number of ballots, DS units, and available staff or election clerks.
4. Insert ABS stick into slot B of DS while powered off. Power on.
5. Enter election code slowly. The Configuration Report will print. Verify that the 11/3/20 General Election is printed on the tape.
6. Open Poll. Ballot Status Accounting Report and Zero Totals will run. Go to Voting Mode.
7. Insert absentee ballots into the DS200 (one at a time). If any ballots cannot be scanned, place them in the front auxiliary bin of the ballot box. These will be locked up in a blue box for hand tallying on election night.
8. **IMPORTANT - READ THIS ENTIRE STEP!** When all absentees have been scanned for early processing (for that day, if processing multiple days), push “Close Poll” button in left compartment. **DO NOT PUSH CLOSE POLL WHEN IT APPEARS ON THE SCREEN.** Select the Admin icon on the top right of your screen and then “Shutdown”. No tapes will print (results cannot be tabulated until election night).
9. Remove ballots and lock and seal in blue tamper-proof container. Complete Certificate of Sealed Ballot Container and Log of Early Processed Ballots. Carefully record the public count on the tabulator and verify that it matches the total number on your Absentee Voter Report.
10. If you are processing on an additional day(s), lock your memory stick in the media compartment and secure the unit in a locked room until the next processing day.

If you are not processing multiple days, or it is your last day of processing, remove your ABS memory stick and lock it up until Election Day. Tear off the ABS tape (configuration report and Zero Totals) and seal in an envelope labeled, “11/3/20 General Election Early Processing Tape”. (Add a unit # and ABS memory stick # if you have multiple units).

Election Day Checklist – Tabulation of DS and ABS Sticks

11. On Election Day, insert your DS stick into slot B of media compartment. If your town has multiple units and you have also designated a unit(s) for absentees only on Election Day, you can continue to use your early processing (ABS) stick

NOTE: Voters must insert ballots into a tabulator with a DS stick, as they are programmed to produce an alert message on the screen to warn the voter if they insert a fully blank or overvoted ballot.

12. Power on.
13. Enter election code (slowly)
14. Open Poll. Ballot Status Accounting Report and Zero Totals will print.
15. Go to Voting Mode
16. Confirm that the public count is zero. (If not, STOP and call Elections Division)
17. Voters may now insert ballots. Each ballot should increment by 1 on the public counter.
18. At 8:00 p.m. (after all voters in line have voted and all election day absentees have been processed), press down on the "Close Poll" button in the left compartment. Select "Close Poll" on the screen.
19. Two sets of results reports will automatically print, followed by the Write-in Review Report. If you would like an extra copy(s) of the results report for posting, etc., select Report Options – Voting Results – Detailed – Polling Place.
20. After all reports finish printing, remove the DS tape and select "Finished – Turn Off".
21. Once the DS unit is fully powered down, remove the DS election day stick.
22. Insert your ABS stick used for early processing. Power on.
23. Enter Election Code (slowly).
24. Verify that the public count matches the count you had on your ABS stick at the conclusion of early processing. A configuration report will automatically print.
25. Press "Close Poll" on the screen.
26. Two sets of results reports will automatically print, followed by the Write-in Review Report.
27. After all reports finish printing, remove the tape and select "Finished – Turn Off". Remove the ABS tape.

Stocco, Janet

From: Montell, Karen
Sent: Wednesday, February 3, 2021 4:53 PM
To: Legislature: Committee on Veterans and Legal Affairs
Subject: FW: [VLA] RE: procedures for early processing
Attachments: AB Processing Date.xlsx

Hello VLA members,
Please see the attached for follow up information, as requested in today's meeting.

Sincerely,


Karen L. Montell
Committee Clerk
Veterans & Legal Affairs Committee
(207) 287-1310
VLA@legislature.maine.gov

Please Note: Committees will not be receiving testimony at the State House complex at this time and will be conducting all meetings electronically. To register to provide oral testimony over the electronic platform or via a toll-free phone number, contact the committee clerk using the committee email address indicated above. To provide oral testimony, register no later than 30 minutes prior to the posted start time of the meeting; registrations received after that time will be accepted at the discretion of the committee chairs. Committee meetings may be heard at www.mainelegislature.org or viewed at www.youtube.com/mainestatelegislature. Persons with special needs wishing to participate in a Legislative hearing who require accommodations should notify the Legislative Information Office as soon as possible: 207-287-1692, FAX 207-287-1580, lio@legislature.maine.gov.

From: Cook, Emily <Emily.Cook@maine.gov>
Sent: Wednesday, February 3, 2021 4:16 PM
To: Montell, Karen <Karen.Montell@legislature.maine.gov>
Subject: RE: [VLA] RE: procedures for early processing

This message originates from outside the Maine Legislature.

Hi Karen,

 Another follow up with more data, per Rep. Corey's request. Patti Dubois collected this information from a handful of municipalities regarding early processing that was done prior to the November 2020 election. Can you share it with the Committee members?

Thanks,
Emily

From: Cook, Emily
Sent: Monday, February 1, 2021 11:42 AM
To: Montell, Karen <Karen.Montell@legislature.maine.gov>
Subject: RE: [VLA] RE: procedures for early processing

	# AB Processed Early	# of hours processing	# staff used	# of staff hours	Days Processed	ED staff or town	Inspection Requested	Monitors Present	# Machines Used
Lewiston	11,592	6	50	300	Sat only	Both	Yes	Yes	11
Bangor	12,700	18	25 first day, 10 other day	280	Weds Fri & Sat	Both	Yes	Yes	16 total; 8 city 8 state
Portland	31,000	78	10 plus	397	Every day available	Both	Yes	Yes	1 HI Speed; 7 DS 200
W. Bath	800	4	5	20	Tues only	Both	Yes, but no show	No	1 state, 1 municipal
Waterville	6,000	6	30	180	Sat only	Both	Yes	Yes	8 total; 4 city 4 state
Raymond	1,736	10	6	60	Sat & Mon	ED staff	No	Yes	1