

Updated 9/25/20, EO 9A

## Elections

### Critical Functions/Responsibilities

- Registrar of Voters**
  - ✓ By law, there must generally be two registrars of voters for each municipality.
  - ✓ Register voters
  - ✓ Schedule and conduct voter registration sessions
  - ✓ Maintain voter registry lists (
  - ✓ Participate in Absentee Voting Administration
  - ✓ Conduct Elections
  - ✓ Ensure the proper maintenance, transportation, storage, and preparation of voting machines
  - ✓ Appoint deputy registrars and file the appointments with the town clerk
- Town Clerks Election Duties include:**
  - ✓ Examine and approve applications for admission as an elector
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  - ✓ Act as filing repository for municipal office candidates' campaign finance statements
  - ✓ Notify the secretary of the state of campaign finance statement filing violations
  - ✓ Certify nominating petitions
  - ✓ Issue absentee ballot applications, direct the preparation of absentee ballots, and maintain permanent absentee ballot records
  - ✓ Compile election results and forward them to the Office of the Secretary of the State
  - ✓ Submit up-to-date voting district maps and reports on the number of registered and party-enrolled voters to the secretary of the state
  - ✓ Keep custody of voting machine keys and other election materials
  - ✓ Prepare the explanatory text for a local referendum question
- Regional Election Monitor**
  - ✓ This position, working through and for one of the nine regional councils of governments, represent, consult with and act on behalf of the Secretary of the State (SOTS) in preparations for and operations of any election, primary or re-canvas, or any audit conducted pursuant to section 9-320f of the General Statutes.
- Election Officials at a Polling Place**
  - ✓ Moderators - serves as the chief public official at each polling place.
  - ✓ Assistant Registrars - deal with all voters whose names are not on the official voting list and all other problems.
  - ✓ Checkers- locate a voter's name in the official lists and check-off that he has come to vote on election day. They also check each voter's identification pursuant to state law. Any problems are referred to the moderator and assistant registrars.
  - ✓ Ballot Clerks - The Ballot Clerk gives each voter a ballot after he has passed the checkers' table and offers him a privacy folder. If the voter has spoiled his ballot or wishes to change it, the ballot clerk may give him a new ballot in exchange for his old ballot. The Ballot Clerk keeps track of the number of ballots issued.
  - ✓ Tabulator Tenders - is in charge of the voting tabulator and for assisting voters who ask for assistance, while preserving the voters' right to ballot secrecy. The Tabulator Tender is positioned at least three to four feet from the Tabulator.
  - ✓ Demonstrators - are available to educate voters on the correct manner in which to cast their ballots and are available to answer questions from voters about the process. They also assist the Moderator in crowd control. They are usually appointed for elections where a high turn-out is expected.

## Statutory Issues/References

### Chapter 146, Elections - Title 9, 9-1 through 760

- 9-17** - Requires registrars to hold qualification sessions 14 days before a primary and 7 days before an election
- 9-23** - Requires registrars to post the hours they are available to the public
- 9-31a** - Requires the town clerk or registrar of voters to arrange for an admitting official to visit the home of a permanently disabled person applying to become an elector. The admitting official will administer the elector's oath if applicant is found qualified, in a manner provided by this section.
- 9-32** - Requires the registrar to conduct a canvas of each residence in the municipality for the purpose of confirming the residence of electors listed there.
- 9-35a** - Requires the registrar to post at town hall or municipal building a notice of the names dropped from the registry list in a manner provided in this section.
- 9-36** - Requires the registry list referred to in Section 9-35 to be available for public inspection in the office of the registrars of voters. Registrars are required, upon request, to give a copy of the list to any candidate for election.
- 9-37** - Requires registrars or assistant registrars to be available for at least one day during the fourteen-days before each election for revisions and corrections of the preliminary list.
- 9-147c** - Requires each registrar of voters to appoint one or more electors of the town to count absentee ballots.
- 9-159q** - Requires onsite supervision by the registrar or other official whenever 20 or more requests have been made for absentee ballots at the same address.
- 9-164** - Requires each municipality to hold a biennial election in either May or November. This section also provides the procedure to hold a special election, including putting notice in a newspaper with circulation in the town.
- 9-174a-9-174a34, State Regulations - Emergency Contingency Model Plan for Elections**
- 9-238** - Requires municipalities to use voting tabulators at all elections, and to purchase or lease one tabulator per each 900 voters, plus additional back-up tabulators based upon town population. Also, requires municipalities to notify the secretary of state in writing of the purchase lease, or discontinuance of use of any tabulator along with its make, model and serial number.
- 9-259** - Requires election officials in each voting district to meet on the morning of an election and to examine the seals on the voting tabulators, to check on the correctness of the ballot labels, provide the moderators of each polling place with a specific number of paper ballots and to perform a number of other pre-election duties. Also, after the polls close, requires the moderator to certify that the tabulator has been locked and sealed and the number of votes cast for each nominee.
- 9-262** - Requires that at least one of the election officials be stationed beside the entrance to the voting tabulator booth and to intermittently check to see that the tabulator is operating properly.
- 9-439** - Requires checkers at each polling place to check the name of each elector who presents himself to vote, against the list of eligible voters.
- 9-464 Primary Date.** - Requires each municipality to conduct a primary on the last Tuesday in April of the year of a presidential election if two or more candidates are to be placed on a party's ballot.

## Executive Orders

### Declaration of Public Health and Civil Preparedness Emergencies, Governor Ned Lamont:

*...since first declaring emergencies in March of this year, we have learned of unanticipated health effects from COVID-19 that are not well understood by the medical community, that no vaccine or effective treatment for COVID-19 has been approved or made available for wide distribution, and that our residents, businesses, and government agencies face new and unanticipated economic, fiscal, and operational challenges as a result of the COVID-19 pandemic, which require the flexibility and responsiveness provided by the emergency powers in Sections 19a-131a and 28-9 of the Connecticut General Statutes in order to protect the public health and promote civil preparedness. As a result, out of an abundance of caution and to eliminate any confusion about the extent of my emergency powers to address the many risks and concerns that will arise in the coming months and did not constitute clear justifications for the original emergencies I declared in March of this year, and pursuant to Sections 19a-131a and 28-9 of the Connecticut General Statutes, **I hereby declare that new states of public health and civil preparedness emergency exist throughout the State... The new states of***

**emergency shall run concurrently with the renewed states of emergency and shall remain in effect until February 9, 2021, unless earlier terminated by me.**

(September 1, 2020)

#### Executive Order 9A (Executive Order Extensions)

1. **Re-issuance and Extension of COVID-19 Executive Orders to November 9, 2020.**
  - Pursuant to the emergency declarations issued on September 1, 2020, **all executive orders issued pursuant to the public health and civil preparedness emergencies declared** on March 10, 2020 and renewed on September 1, 2020 (COVID-19 Orders) **that are unexpired and currently in effect** as of the date of this order **are hereby reissued.**
  - **All such orders or individual sections of such orders that were:**
    - (a) declared effective for the duration and any renewal of the public health and civil preparedness emergency;
    - (b) scheduled to expire on September 9, 2020, or
    - (c) scheduled to expire within six months of when they were issued are hereby amended to provide that they **shall expire on November 9, 2020**, unless earlier modified or terminated by me.
  - **Any unexpired, reissued COVID-19 Order or individual section of any such order that is scheduled to expire on any other specific date** shall remain in effect until such specific date.
    - ✓ By way of illustration, and for the sake of clarity, Executive Order No. 7000, which provides that it shall remain in place for six months, will now expire on November 9. The specific and contrary deadlines within such order, however, including the October 1, 2020 expiration of the eviction moratorium in Section 3 of that order and the November 12 expiration of the outdoor dining rules provided for in Section 1 of that order, shall remain unchanged and unaffected by this order.
2. **Extension of Agency and Municipality Orders of Concurrent Duration with Public Health and Civil Preparedness Emergencies.** **Any unexpired order, rule, regulation, directive or guidance issued** by any official, agency, department, municipality, or entity pursuant to an unexpired COVID-19 Order, which by its own terms provides that it shall remain in place for the duration of the public health and civil preparedness emergency **shall remain in effect until November 9, 2020**, unless earlier modified or terminated by the issuing authority or a subsequent executive order.

Executive Order Link 9A - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9A.pdf>

- 7B - Suspension of in-person open meeting requirements:** The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226  
Executive Order 7B Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>
- 7G and 7BB - Initially Postponed Connecticut's presidential primary to June 2:** Connecticut's 2020 presidential primary had been scheduled for April 28. This Executive Order has been superseded by Executive Order 7BB which **further postponement of presidential preference primary to August 11:** This is the same date that state and local primaries had already been scheduled to be held. - Sec 9-464 - Chapter 154  
Executive Order 7G Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7G.pdf>  
Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>
- 7I-13 - Relieves towns of any in-person voting requirements by members of the public Now Clarified by of Executive Order No. 7HH-1** (including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize

the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

- ✓ Applies to the suspension of “in-person” budget adoption requirements necessitating participation by members of the public, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” consistent with the requirements of Executive Order No. 7B.

**Executive Order 7I Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

- **7S - Allow suspension of in-person voting requirements for critical and time sensitive municipal fiscal deadlines:** Allows suspension of certain in-person votes of residents or taxpayers on certain fiscal decisions, in addition to the provisions in Executive Order No. 7I, for fiscal decisions needed to prevent property damage, protect public health and safety, or prevent significant financial loss, provided they comply with all open meeting requirements of Executive Order No. 7B.

**Executive Order 7S Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **7V-1 Safe workplaces in essential businesses:** Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.
  - ✓ Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
  - ✓ Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules
  - ✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

**Executive Order 7V Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

- **7BB-1 - (Repealed and Replaced by EO 7NNN) Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable** - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.
  - ✓ Nothing in in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
  - ✓ If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

**Executive Order 7BB Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

- **7HHH - Clarification of Executive Order No. 7I, Section 13 - Mandatory suspension of annual town meeting or referendum to adopt budget:** This clarifies that going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted. This order clarifies Executive Order No. 7I, Section 13, to provide uniformity and consistency, and prioritize safety while the risk of transmission of COVID-19 in large gatherings remains high.

Executive Order 7HH Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

- 7JJ-4 - Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may
- (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential;
  - (ii) approve, enter into or amend existing contracts or agreements deemed essential; or
  - (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in **Executive Order No. 7B**.

All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.

The foregoing authority is **not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1**. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum.

Executive Order 7JJ Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf>

- 7LL-1 - Now supersede by Executive Order 7WW-1** Changes to the Petitioning Process for Ballot Access for Petitioning Candidates and Candidates Petitioning Under Party Designation under sections 9-453 to 9-453u. For candidates seeking ballot access as a petitioning candidate or a candidate petitioning using a party designation, including a party designation for an existing minor party, the following provisions shall apply:
- a. Notwithstanding the provisions of section 9-453d of the General Statutes, the number of signatures required under section 9-453d of the General Statutes shall be reduced by thirty percent.
  - b. Notwithstanding the provisions of section 9-453i, the deadline for filing such petitions shall be extended by two days.
  - c. Notwithstanding sections 9-453a to 9-453o of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required if: (i) a registered voter signs a petition containing only his or her signature that is returned by U.S. mail to the candidate and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline, or (ii) a registered voter signs a petition containing only his or her signature, which signature may be scanned or photographed electronically, and returned to the candidate by electronic mail and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the registered voter. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-453a, 9-453f and 9-453g of the General Statutes and shall include a statement by the registered voter attesting to his or her identity, and qualification as an elector and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of 9-453a to 9-453o of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in section 9-453a to 9-453o of the General Statutes.
- 7LL-2 - Now supersede by Executive Order 7WW-1** Changes to the Petitioning Process for Ballot Access for Major Parties. For a candidate for nomination of a political party to a state, district, or municipal office who has filed a single

candidate committee statement under section 9-604(a) of the General Statutes or a certification under 9-604(b) of the General Statutes with the State Elections Enforcement Commission by 4:00 p.m. on May 26, 2020:

- a. Notwithstanding the provisions of sections 9-400 and 9-406 of the General Statutes, the number of signatures obtained by circulated petition otherwise required of a candidate for nomination by a political party to a state, district or municipal office shall be reduced by thirty percent.
- b. Notwithstanding the provisions of sections 9-400, 9-404a, and 9-409 of the General Statutes, the deadline for filing such petitions shall be extended by two days.
- c. Notwithstanding sections 9-404b and 9-410 of the General Statutes, a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required by sections 9-404b and 9-410 of the General Statutes if: (i) an enrolled party member signs a petition containing only his or her signature that is mailed by U.S. mail to the candidate and later to the registrar of the municipality by the applicable deadline; or (ii) an enrolled party member signs a petition containing only his or her signature, which signature may be scanned or photographed electronically and sent by electronic mail to the candidate and later to the registrar of the municipality by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the enrolled party member. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-404a through 9-404c, and 9-406, 9-409 and 9-410 of the General Statutes and shall include a statement by the enrolled party member attesting to his or her identity, qualification as an elector and enrolled party member and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of sections 9-404b and 9-410 of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in sections 9-404a through 9-404c of the General Statutes.

**Executive Order 7LL Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7LL.pdf>

- 700 - 1 - Procedures for Local Appointments and Elections Requiring In-Person Vote.** Notwithstanding Title 7 of the Connecticut General Statutes, Section 10-46 of the Connecticut General Statutes, or any special act, municipal charter, ordinance, bylaw or resolution, or any plan of reapportionment approved pursuant to Section 10-63I et seq. of the Connecticut General Statutes ("Law") that conflicts with this Order, in any municipality where the town meeting, annual town meeting, district meeting or other meeting of electors or voters ("applicable municipal authority") is the authority for appointing or electing members or officials to any municipal or regional governmental office, board, agency, commission or quasi-municipal corporations ("municipal or regional governmental entity or quasi-municipal corporation"), all deadlines or timeframes for electing such members or officials or making such appointments requiring approval by a town meeting or election that are scheduled to occur prior to June 9 for the purpose of nominating candidates or prior to June 30 for the purposes of electing, nominating or appointing such members or officials, shall be suspended and such town and district or town meetings or elections shall be held as follows:
- a. Any district or town meeting required by Law for the purposes of nominating but not electing or appointing candidates shall be held on June 9, 2020, and no other business may be conducted at such meeting.
  - b. Any election, and any district or town meeting required by Law for the purposes of electing or appointing members or officials to any municipal or regional governmental entity or quasi-municipal corporation, including nomination of candidates, if applicable, shall be conducted between June 27 and June 30, 2020, and no other business shall be conducted at such election or district or town meeting.
  - c. The officials responsible for administering any such district or town meetings, elections and nominations shall use their best efforts to conduct such proceedings using remote means in accordance with the open meeting provisions of Executive Order No. 7B, while also implementing measures to safeguard the integrity of the process. If it is determined that any such district or town meeting or election cannot be conducted safely and accurately by remote means, officials shall take all reasonable measures to protect the public health, including consulting with local or state public health officials and conducting such meeting or election in a way that significantly reduces the risk of transmission of COVID-19.
  - d. Nothing in this order shall permit any election or meeting that is already scheduled or required by current law to be scheduled after June 30, 2020 to be held earlier than its currently scheduled date or the time frame required by current law.

The term "municipal or regional governmental entity or quasi-municipal corporation" shall include, but not be limited to regional boards of education, municipal boards and commissions (including town, city or borough, whether consolidated or unconsolidated), any village, school, special services or special taxing districts as defined under

Section 7-324 of the Connecticut General Statutes, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality. This Order shall not apply to elections conducted under Title 9 of the General Statutes, other than as specified under Section 10-46(c).

Executive Order 7LL Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-700.pdf>

- 7QQ-1 - Absentee Voting Eligibility During COVID-19 Pandemic.** Section 9-135 of the Connecticut General Statutes is modified to provide that, in addition to the enumerated eligibility criteria set forth in subsection (a) of that statute, an eligible elector may vote by absentee ballot for the August 11, 2020 primary election if he or she is unable to appear at his or her polling place during the hours of voting because of the sickness of COVID-19. For purposes of this modification, a person shall be permitted to lawfully state he or she is unable to appear at a polling place because of COVID-19 if, at the time he or she applies for or casts an absentee ballot for the August 11, 2020 primary election, there is no federally approved and widely available vaccine for prevention of COVID-19. It shall not constitute a misrepresentation under subsection (b) of Section 9-135 of the General Statutes for any person to communicate the provisions of this modification to any elector or prospective absentee ballot applicant.
- 7QQ-2 - Notice of Modification Required on Inner Envelope.** Section 9-137 of the Connecticut General Statutes is modified to provide that it shall not constitute a false statement for an elector to represent his or her eligibility to vote by absentee ballot pursuant to the modifications of Section 9-135 in Section 1 of this order, and the inner envelope described in Section 9-137 shall contain a notice describing the modification in Section 1 of this order.
- 7QQ-3 - Authority for Secretary of the State to Modify Absentee Ballot Applications, Envelopes, and Printed Materials Regarding Eligibility.** Notwithstanding any provision of Title 9 of the Connecticut General Statutes or any other law or regulation to the contrary, the Secretary of the State shall be authorized to modify any required notice, statement, or description of the eligibility requirements for voting by absentee ballot on any printed, recorded, or electronic material in order to provide accurate information to voters about the modifications to absentee voter eligibility and related requirements of this order.
- 7QQ-4 - Authority to Issue Absentee Ballots.** See clarification in EO 7MMM 1 and 4 - Section 9-140(g) of the Connecticut General Statutes is modified and suspended to permit the municipal clerk to use a third party mailing vendor that has been approved and selected by Secretary of the State to fulfill the municipal clerk's duties to mail absentee voting sets for the August 11, 2020 primary election. All other requirements of Section 9-140(g) continue to apply.
- 7QQ-5 - Modification of Requirement that Absentee Ballots be Returned by Mail or In Person.** Section 9-140b(c) of the Connecticut General Statutes is modified to provide that the term "mailed" shall include the act of depositing an absentee ballot for the August 11, 2020 primary in a secure drop box designated by the town clerk for that purpose in accordance with instructions to be provided by the Secretary of the State. All other requirements of Section 9-140b(c) continue to apply.
- 7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor's Executive Orders Are Not Regulations Subject to the UAPA.** Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor's Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor's executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

Executive order 7QQ Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

- 7WW-1 - Changes to the Petitioning Process for Ballot Access for Petitioning Candidates and Candidates Petitioning Under Party Designation under sections 9-453 to 9-453u. Section 1 of Executive Order No. 7LL is hereby superseded and replaced in its entirety retroactively to the date it was issued** as follows: For purposes of primary and general elections conducted in 2020, for candidates seeking ballot access as a petitioning candidate or a candidate petitioning using a party designation, including a party designation for an existing minor party, the following provisions shall apply:

- a. Notwithstanding the provisions of section 9-453d of the General Statutes, **the number of signatures** required under section 9-453d of the General Statutes **shall be reduced by thirty percent.**
  - b. Notwithstanding the provisions of section 9-453i, the **deadline for filing such petitions shall be extended by two days.**
  - c. Notwithstanding sections 9-453a to 9-453o of the General Statutes, **a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment** otherwise required if: (i) a registered voter signs a petition containing only his or her signature that is returned by U.S. mail to the candidate and later delivered to the town clerk of the municipality or the Secretary of the State by the applicable deadline, or (ii) a registered voter signs a petition containing only his or her signature, which signature may be scanned or photographed electronically, and returned to the candidate by electronic mail and later to the town clerk of the municipality or the Secretary of the State by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the registered voter. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-453a, 9-453f and 9-453g of the General Statutes and shall include a statement by the registered voter attesting to his or her identity, and qualification as an elector and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of 9-453a to 9-453o of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in section 9-453a to 9-453o of the General Statutes.
- 7WW-2 - Changes to the Petitioning Process for Ballot Access for Major Parties.** Section 2 of **Executive Order No. 7LL is hereby superseded and replaced in its entirety retroactively to the date it was issued** as follows: For purposes of primary and general elections conducted in 2020, for a candidate for nomination of a political party to a state, district, or municipal office who has filed a single candidate committee statement under section 9-604(a) of the General Statutes or a certification under 9-604(b) of the General Statutes with the State Elections Enforcement Commission by 4:00 p.m. on May 26, 2020:
- a. Notwithstanding the provisions of sections 9-400 and 9-406 of the General Statutes, **the number of signatures obtained by circulated petition otherwise required of a candidate for nomination by a political party to a state, district or municipal office shall be reduced by thirty percent.**
  - b. Notwithstanding the provisions of sections 9-400, 9-404a, and 9-409 of the General Statutes, the **deadline for filing such petitions shall be extended by two days.**
  - c. Notwithstanding sections 9-404b and 9-410 of the General Statutes, **a petitioning signature shall be accepted as valid without attestation of the circulator or acknowledgment otherwise required** by sections 9-404b and 9-410 of the General Statutes if: (i) an enrolled party member signs a petition containing only his or her signature that is mailed by U.S. mail to the candidate and later delivered to the registrar of the municipality by the applicable deadline; or (ii) an enrolled party member signs a petition containing only his or her signature, which signature may be scanned or photographed electronically and sent by electronic mail to the candidate and later to the registrar of the municipality by the applicable deadline along with a copy of the email demonstrating the electronic transmission of the petition by the enrolled party member. Any petition submitted in accordance with subdivisions (i) or (ii) of this subsection shall contain the information required under sections 9-404a through 9-404c, and 9-406, 9-409 and 9-410 of the General Statutes and shall include a statement by the enrolled party member attesting to his or her identity, qualification as an elector and enrolled party member and shall be signed under the penalties of false statement. If more than one signature is on a petition page, all the requirements of sections 9-404b and 9-410 of the General Statutes must be satisfied, provided that any existing Executive Orders governing remote notarizations may be utilized. Nothing in this Order shall preclude petitioning by any other means set forth in sections 9-404a through 9-404c of the General Statutes.
- Executive order 7QQ Link** - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7WW.pdf>
- 7BBB- 2 - Amended Deadline for Candidates to Withdraw from Presidential Primary.** Section 9-466 of the Connecticut General Statutes is modified to provide that a candidate's name shall be placed on the ballot unless that candidate files with the Secretary of the State, not later than 12 o'clock p.m. on the forty-third day before the primary, the written request to be omitted from the ballot that is described in that section.
  - 7BBB- 3 - Accelerated Date to Finalize Order of Names on Presidential Preference Primary Ballot.** Section 9-470 of the Connecticut General Statutes is modified to provide that, for the 2020 presidential preference primary, the Secretary of the State shall determine by lot, in a public ceremony on the forty-second day preceding the day of the primary, the order in which names of the candidates will appear on the ballot of each party. Such public ceremony



may be conducted in accordance with Executive Order No. 7B. All other provisions of Section 9-470 shall remain in effect.

**Executive order 7QQ Link** - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BBB.pdf>

- **7MMM - 1 - Clarification of Authority of Election Officials to Accept and Count Absentee Ballot Sets Issued Pursuant to Executive Order No. 7QQ as ratified by HB 6002 (July 2020 Special Session).** Notwithstanding any provision in Title 9 of the Connecticut General Statutes, for the August 11, 2020 primary, election officials are authorized to accept and count absentee ballot sets issued pursuant to Executive Order No. 7QQ Section 4 if either the outer or the inner envelope contains the following information: the elector's name, an address, voting district, the date of the primary at which the ballot is to be cast, the name of the party holding the primary, and the serial number associated with the elector's absentee ballot application.
- **7MMM-2 - Inner Envelope Attestation Shall Be Interpreted to Include the Sickness of COVID-19.** An elector's attestation on the inner envelope shall be interpreted to include the sickness of COVID-19 as an illness within the meaning of Section 9-137 of the Connecticut General Statutes, as modified by Executive Order No. 7QQ. An elector shall not be deemed to have made a false statement regarding his or her eligibility to vote **by absentee ballot in the August 11, 2020 primary if the elector votes by absentee ballot because of the sickness of COVID-19 and signs an attestation on the inner envelope that does not reference COVID-19.**
- **7MMM-3 - Clarification of Authority of Election Officials to Open Outer Envelopes of Absentee Ballot Set Issued Pursuant to Executive Order No. 7QQ, Section 4.** Sections 9-140c and 9-150a of the Connecticut General Statutes are modified to authorize election officials to process absentee ballot sets received by them for the August 11, 2020 primary as follows:
  - (a) Upon receipt of an absentee ballot set issued pursuant to Executive Order No. 7QQ Section 4, the municipal clerk shall open the outer envelope for purposes of maintaining accurate voter lists required by Sections 9-140c and 9-150a of the Connecticut General Statutes.
  - (b) The clerk shall date stamp the inner envelope of each absentee ballot.
  - (c) Upon receipt of each absentee ballot set issued pursuant to Executive Order No. 7QQ Section 4, the clerk shall write the corresponding serial number on the outer envelope of the ballot set and shall retain the outer envelope with the corresponding inner envelope of the ballot set.
  - (d) For each absentee ballot rejected pursuant to Section 9-140c(c) of the Connecticut General Statutes, the clerk shall return the inner envelope of the absentee ballot to its corresponding outer envelope. The outer envelope of each rejected ballot shall be marked and retained in a manner consistent with the Connecticut General Statutes governing retention of absentee ballots. The inner envelope shall not be opened nor the ballot counted.
- **7MMM-4 - Authority of Election Officials to Accept and Count Absentee Ballots Postmarked by August 11, 2020 and Delivered by August 13, 2020.** Notwithstanding the deadlines in Section 9-140c of the Connecticut General Statutes, for the August 11, 2020 primary, absentee ballot sets postmarked on or before August 11, 2020 and delivered via U.S. mail to election officials on or before August 13, 2020 shall be counted and included in the totals provided by the head moderator for each municipality. Absentee ballot sets delivered to election officials after August 13, 2020 shall not be counted and shall be kept separate from all other absentee ballots by election officials and retained by election officials in a manner consistent with the Connecticut General Statutes governing retention of absentee ballots.

Nothing in this order shall preclude processing and counting of absentee ballot sets issued in a manner other than by Executive Order No. 7QQ, Section 4 that otherwise comply with the provisions of Title 9 of the Connecticut General Statutes.

**Executive Order Link 7MMM** - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7MMM.pdf>

- **7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed.** Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.
  - a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical

condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption

- b. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.
- c. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.

**Executive Order Link 7NNN** - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf>

### Continuity Issues

- Staffing** - Connecticut's 169 towns has approximately 800 polling places. There are literally several thousand individuals involved at any one time in the election process. Poll workers may not be as willing to serve or should not be serving due to their "at risk" status for COVID-19.
  - ✓ Connecticut already has a shortage - albeit inconsistent from town to town of registrars to comply with Statute - this may be further aggravated by the pandemic.
- Polling Places**
  - ✓ Location - Many polling places are located where at-risk populations frequent - placing them at additional risk
  - ✓ Safety - In addition to the now "normal" safety protocols - polling places pose a particular risk to voters and poll workers due to the volume of people voting and the proximity of poll personnel.
  - ✓ Social distancing and voting
- Voting** - Connecticut voters have now witnessed the voting in Wisconsin's primary election where social distancing was difficult to maintain and now multiple voters have contracted COVID-19 from that experience. This may dampen or diminish voters participation. Currently, "Connecticut requires specific excuses to vote absentee and do not as of yet have early voting options in place for the general election. (AXIOS)"

### Suggested Best Practices

- Contingency/Emergency Plan**
  - ✓ Each Town needs a Contingency/Emergency Plan addressing : staffing, equipment, physical locations, power, lack of ballots, extra ballot bags and seals, etc. for their elections. Additionally, each town should have standby locations (in case one is deemed contaminated).
- Staffing**
  - ✓ Registrars should immediately take a census of their poll workers (including themselves) to determine the number that fall within the CDC's "At-Risk" category. Any such persons should be taken out of the pool for working at the polls for any upcoming elections.
  - ✓ Statute requires that every polling place have a Moderator, Assistant Registrars of differing political parties, and at least one Official Checker, Ballot Clerk, and Tabulator Tender. Emergency conditions may cause workers to be cross-designated, such that an Assistant Registrar may perform the duties of an Official Checker, etc. - Towns should, to the degree permissible, look to consolidate functions or reduce the number of polling places to reduce the number of staff needed.
  - ✓ Communities should enlist the Regional Election Monitors (REMs) through their respective regional councils of governments coordinate needed personnel for the respective polls - taking a more regional approach than town approach for the use/distribution of poll staffing.
  - ✓ The REMs should, in coordination with the Secretary of the State's Office, conduct regional training for their towns to better ensure poll worker knowledge.

- ✓ Each REM, working through their COG, should put in place a standby skilled/certified staff - ready to go or remotely help region-wide on a where and when needed basis.)
  - ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
- ☐ **Polling Places**
  - ✓ Polling facilities that meet public health standards. Poll workers will need additional resources to clean and sanitize all facilities, machines, and resources. Polling places that use hand-marked paper ballots may wish to give voters single-use pens. Jurisdictions may also incur costs due to the need to change polling locations close to Election Day if public health requires, or to acquire access to backup polling locations. (Brennan Center for Justice)
  - ✓ Polling places sited in buildings (senior centers, medical care locations) that primarily serve communities identified as high risk for serious Covid-19 should be changed as early as possible. Moving to consolidated polling places—in which several precincts vote at the same location—or moving to vote centers—in which any voter from a jurisdiction can vote at any polling place, usually a larger facility—can reduce the total number of poll workers required. (NCSL)
  - ✓ The Secretary of the State Office should be immediately notified of any/all changes
  - ✓ Alternative locations, which meet all mandated accessibility rules and regulation as well as Title VI Environmental Justice Rules, should be immediately identified
  - ✓ Voters should immediately be given individualized notice of the change, with a second notice to be given within weeks of the November election
- ☐ **Safety (general)**
  - ✓ Follow the most recent guidance (Executive Order 7V-1: Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>)
  - **Voters**
    - ✓ Prior to Election Day - Encourage voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling stations (CDC)
    - ✓ Encourage mail-in methods of voting if allowed in the jurisdiction
    - ✓ Encourage early voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.
    - ✓ Encourage drive-up voting for eligible voters if allowed in the jurisdiction.
    - ✓ Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.
    - ✓ Encourage relocating polling places from nursing homes, long-term care facilities, and senior living residences, to minimize COVID-19 exposure among older individuals and those with chronic medical conditions.
    - ✓ Consider additional social distancing and other measures to protect these individuals during voting.
  - **Preventive Actions Polling Workers Can Take (CDC)**
    - ✓ Stay at home if you have fever, respiratory symptoms, or believe you are sick
    - ✓ Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
    - ✓ Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
    - ✓ Disinfect surfaces that may be contaminated with germs after cleaning: A list of products with EPA-approved emerging viral pathogens claim is available. Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
    - ✓ Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely. Follow the manufacturer's instructions for all cleaning and disinfection products.
    - ✓ Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.

- ✓ Consider use of wipeable covers for electronics.
- ✓ If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- **Preventive Action Polling Stations Workers Can Take For Themselves And The General Public (CDC)**
  - ✓ Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.
  - ✓ Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.
  - ✓ Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include careful and consistent cleaning of one's hands. Therefore:
  - ✓ Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.
  - ✓ Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.
  - ✓ Incorporate social distancing strategies, as feasible. Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time. Polling station workers can:
    - ▶ Increase distance between voting booths.
    - ▶ Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
    - ▶ Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.
    - ▶ Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.
- **Recommendations For Processing Mail-In Ballots (CDC)**
  - ✓ Workers handling mail in ballots should practice hand hygiene frequently
  - ✓ No additional precautions are recommended for storage of ballots
- **Guidance on Mask Management (World Health Organization - Advice on the use of masks in the context of COVID-19: Interim Guidance)**

For any type of mask, appropriate use and disposal are essential to ensure that they are as effective as possible and to avoid any increase in transmission. WHO offers the following guidance on the correct use of masks, derived from best practices in health care settings:

  - ▶ perform hand hygiene before putting on the mask;
  - ▶ place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimize any gaps between the face and the mask;
  - ▶ avoid touching the mask while wearing it;
  - ▶ remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
  - ▶ after removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based hand rub, or soap and water if hands are visibly dirty;
  - ▶ replace masks as soon as they become damp with a new clean, dry mask;
  - ▶ do not re-use single-use masks;
  - ▶ discard single-use masks after each use and dispose of them immediately upon removal.

## Resources

- **The Office of the Connecticut Secretary of the State** - <https://portal.ct.gov/sots>
- **Model SOTS Emergency Plan from 2015 is available at this link** - [https://portal.ct.gov/-/media/SOTS/ElectionServices/Misc/Regs-Subtitle-9-174a\\_Emergency-Contingency-Model-Plan-For-Elections.pdf?la=en](https://portal.ct.gov/-/media/SOTS/ElectionServices/Misc/Regs-Subtitle-9-174a_Emergency-Contingency-Model-Plan-For-Elections.pdf?la=en)
- **Manual Of Procedures For Registrars Of Voters Election Administrators State Of Connecticut 2019 Mar 11 Edition - Registrars of Voters Association of Connecticut (ROVAC)** <https://www.rovac.org/uploads/documents/2019%20March%2011%20ROVAC%20ROV%20Handbook.pdf>
- **Recommendations for Election Polling Locations, CDC** - <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>
- **Election Management Resources CORONAVIRUS (COVID-19) RESOURCES** - <https://www.eac.gov/election-officials/coronavirus-covid-19-resources>
- **Election Management Resources - CONTINGENCY PLANNING** - <https://www.eac.gov/election-officials/contingency-planning>
- **Moderator's Handbook For Elections And Primaries - Connecticut secretary of States Office, 2013** - <https://portal.ct.gov/-/media/SOTS/ElectionServices/Handbooks/2013ModeratorHandbookpdf.pdf?la=en>
- **Manual Of Procedures For Registrars Of Voters Election Administrators State Of Connecticut - April 18, 2017 EDITION - Registrars of voters Association of Connecticut** - <https://www.rovac.org/uploads/documents/ROVAC%20Handbook.pdf>
- **Registrars Of Voters Duties And Responsibilities, OLR Report, 2005-R-0924** - <https://www.cga.ct.gov/2005/rpt/2005-R-0924.htm>
- **Town Clerks: Duties, Responsibilities, And Fee Collection, OLR Report - 2006-R-0297** - <https://www.cga.ct.gov/2006/rpt/2006-R-0297.htm>

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

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