

## Special Town Election Information

A Special Town Election will be held on Tuesday, June 15<sup>th</sup>, 2021.

Voters will have two options for casting a ballot. Voters may, based on eligibility under state law, vote in one of the following ways:

1. In-Person on Election Day (June 15<sup>th</sup>) at a polling location (see information below)
2. By Mail (see information below)

Voters can track the [status](#) of their mail-in ballots at the State-provided portal.

Note that there will be no in-person Early voting for this election.

### **Voter Registration Deadline:**

The deadline to register to vote in the Annual Town Election is Wednesday, May 26, 2021.

The Board of Registrars of Voters will hold extended hours on Wednesday, May 26, 2021 9:00 AM until 8:00 PM at the Town Offices, 36 Bartlet Street, Andover for the purpose of registering new voters and for change of party enrollment. Voter registration forms and a secure deposit box will be available in the second floor Customer Service Center at the Town Offices.

Residents may also register online by visiting: [www.RegisterToVoteMA.com](http://www.RegisterToVoteMA.com). All residents need to apply online is a license or an I.D. issued by the Registry of Motor Vehicles, subject to the May 26<sup>th</sup> deadline. Additionally, mail-in voter registration forms or change of party forms must be postmarked by the May 26<sup>th</sup> deadline.

Voters can check their voter registration status on the Secretary of State's web site at [www.sec.state.ma.us](http://www.sec.state.ma.us) or by calling the Town Clerk's Office at (978) 623-8230.

### **In-Person Voting on Election Day**

Polling hours are from 7:00 AM to 8:00 PM.

Precincts 1 and 3, which have in past elections voted at the Senior Center, will vote at the Youth Center on Whittier Court. Precincts 4, 5 and 6 will vote at the Wood Hill Middle School. Precincts 2, 7 (including sub-precinct 7A), 8 and 9 will vote at the Andover High School Richard J. Collins Field House on Shawsheen Road.

Residents can search their precinct by visiting: [www.sec.state.ma.us/wheredoivotema/](http://www.sec.state.ma.us/wheredoivotema/)

In response to the challenges posed by COVID-19, the Town is taking a number of steps to protect the safety of our election officers and voters. These steps include the following:

1. Voters and election officers who are sick or concerned that that they may have contracted the virus should not appear at a polling place on Election Day. Eligibility for mail-in voting has been expanded (see below).
2. On Election Day, voters are encouraged to vote at off-peak times (i.e., between the morning rush, lunchtime, and the evening rush).
3. Voters are strongly urged to wear face masks when in the polling places. A number of extra masks will be available to voters who do not have their own.
4. When completing a ballot, voters will be allowed to use their own blue and black pens and markers. Further, voters who do not bring their own writing utensils will be provided with writing utensils that will be used only once.
5. The Town will provide hand sanitizer to voters and election officers.
6. Every election officer will be supplied by the Town with face masks and latex gloves.
7. Every check-in table will have plexiglass barriers to separate election workers from voters.
8. At all polling locations, the voting booths and check-in stations will be spaced-out to provide a less dense precinct arrangement. This enhanced distancing means that each precinct will occupy a 3,600 square foot area.
9. The voting booths, check-in tables, and ballot boxes will be regularly cleaned throughout Election Day.
10. The Town will monitor the number of voters allowed into the polling places at any single time.

### **Mail-In Voting**

Voters may cast a mail-in ballot using one of two methods: (1) Mail-in Early Voting or (2) Absentee Voting.

Importantly, if you submitted a mail-in ballot application for elections in 2020 or even for the March 23, 2021 Annual Town Election, you must complete a new application requesting mail-in ballots for this election.

### *Mail-In Early Voting:*

Any registered voter can vote Early by mail without the kind of justification needed for absentee voting.

To vote Early by mail, voters need to (1) request a ballot by submitting an application, (2) receive the ballot from the Town Clerk's Office, and (3) return the completed ballot to the Town Clerk's Office.

Vote by Mail applications can be found [here](#) and submitted by email to [townclerk@andoverma.us](mailto:townclerk@andoverma.us). Electronically-submitted applications must have handwritten signatures.

These applications are also available at the Andover Town Offices, 36 Bartlet Street, in the second floor Customer Service Center between the hours of 9:00 AM and 4:00 PM, Monday through Friday. Completed applications can be deposited in the secure drop boxes located in the Customer Service Center at the Town Offices, in the Business Mail drop box located outside the Town Offices, or mailed to the Town Clerk's Office at 36 Bartlet Street.

The last day and hour to submit a mail-in Early Voting ballot application is 5:00 PM on Wednesday, June 9<sup>th</sup>.

After receiving completed applications, the Town Clerk's Office will mail voters an Early Voting ballot with a return envelope. Then, voters should return their completed ballots by mailing them to the Town Clerk's Office at 36 Bartlet Street or by dropping them into the Town's secure drop boxes located in and outside the Town Offices. Mail-in Early Voting ballots must be **received by the Town Clerk's Office by 8:00 PM on June 15<sup>th</sup> (Election Day)**. Voters cannot directly submit their ballots to polling locations on Election Day.

Voters can track the [status](#) of their mail-in ballots at the State-provided portal.

Questions can be directed to the Town Clerk's Office by email or by phone at (978) 623-8230.

### *Absentee Voting:*

Because of the expansive rules allowing mail-in Early Voting, most voters should vote Early by mail and not vote absentee. Absentee voting should primarily be utilized by military and other overseas voters, voters who have been admitted to a healthcare facility or who need to self-quarantine within a week of the election, or voters who need a family member to request a mail-in ballot on their behalf.

To vote absentee, voters must submit an absentee ballot application. Absentee ballot applications can be found [here](#) and submitted by email to [townclerk@andoverma.us](mailto:townclerk@andoverma.us). Electronically-submitted applications must have handwritten signatures.

These applications are also available at the Andover Town Offices, 36 Bartlet Street, in the second floor Customer Service Center between the hours of 9:00 AM and 4:00 PM, Monday through Friday. Completed applications can be deposited in the secure drop boxes located in the Customer Service Center at the Town Offices, in the Business Mail drop box located outside the Town Offices, or mailed to the Town Clerk's Office at 36 Bartlet Street.

The last day and hour to submit a mailed or emailed absentee ballot application is 5:00 PM on Wednesday, June 9<sup>th</sup>. However, residents can choose to apply for an absentee ballot in person, and then immediately complete the absentee ballot in-person, at the Town Offices between 9:00am-4:00pm on Thursday, June 10<sup>th</sup> and Friday, June 11<sup>th</sup>. Residents may also apply for an absentee ballot and complete their ballot until noon on Monday, June 14<sup>th</sup>.

After receiving completed applications, the Town Clerk's Office will mail voters an absentee ballot with a return envelope. Then, voters should return their completed ballots by mailing them to the Town Clerk's Office at 36 Bartlet Street or by dropping them into the Town's secure drop boxes located in and outside the Town Offices. Absentee ballots must be **received by the Town Clerk's Office by 8:00 PM on June 15<sup>th</sup> (Election Day)**. Voters cannot directly submit their ballots to polling locations on Election Day.

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