

**Office of the Secretary of the State of Connecticut  
Legislation and Election Administration Division**

**Written Certification of Early Voting Location(s) and Early Voting Plan: Suggested Form**

**Section I: About Your Town**

- Town Name: **Middlebury**
- **Required Early Voting Location on Campus:** Does your town have a constituent unit of higher education in it with at least 1,000 students living on campus or in institution-owned, - operated, or - affiliated housing? **No**
- **Optional Early Voting Locations in Large Towns:** Does your town have a population of 20,000 or more? **No**

**Section II: Type of Event and Date**

- Select one: **Local Election**
- Date of Event: **10/20/2025 to 11/02/2025**

**Section III: Required Early Voting Location**

- Name of location: **SHEPARDSON COMMUNITY CENTER**
- Address of location: **1172 Whittemore Road, Middlebury, CT 06762**
- Contact information (individual who controls access): **Fran Barton Jr.**
- CVRS live connection? **Yes**
- Description of location interior: **SEE DIAGRAM**
- Diagram of the location interior: **ATTACHED**
- Description of location exterior: **See Diagram**
- Further description of ADA compliance information: **See Diagram**

**Section IV: Early Voting Plan**

- Early voting staff: **STILL WORKING ON SCHEDULE**
- Description of the receptacle in which early voting ballots will be stored, including confirmation that it is both tamper-proof and fire-proof: **Town Safe.**

- Description of the limited-access location where ballots will be stored each day after early voting:  
**Locked Closet over night and then in locked storage box in the Town Safe**
- Name of the individual responsible for ballot storage and log\*:  
**Fran Barton Jr., Nancy Robinson, Registers of Voters and town clerk Brigitte Bessette**
- Where early voting ballots will be counted: **AT SHEPARDSON COMMUNITY CENTER 1172 WHITTEMORE ROAD, MIDDLEBURY, CT 06762**
- Any additional components of the early voting plan

## Section V: Updated Emergency Contingency Plans

As you know, state law requires registrars of voters to consult with the town clerk and create an emergency contingency plan for elections, primaries, and referenda. The early voting law added a requirement that the contingency plan consider early voting and related logistics including (1) solutions for envelope shortages, (2) strategies to address staffing shortages for early voting, (3) a fire or alarm within an early voting location, and (4) disorder in or around an early voting location.

Separately, the Secretary of the State must update its emergency contingency plan regulations ([Conn. Agencies Regs. §§ 9-174a-1—9-174a-34](#)) to account for early voting. We are beginning this process.

- Has the town updated its emergency contingency plan to cover early voting? **Yes**
- - If so, has the town submitted the updated plan to the Secretary of the State? **Yes**
  - If not, description of plan for updating the contingency plan:

## Section VI: Early Voting Location on College Campus

N/A

**PLEASE NOTE:** By law, registrars of voters must designate an additional early voting location on a campus of a constituent unit of higher education in a municipality if at least 1,000 students live on campus or in institution-owned, -operated, or -affiliated housing. Constituent units are (1) UConn and its campuses and (2) the Connecticut State Colleges and Universities

- Name of constituent unit of higher education:
- Name of campus early voting location: **EXAMPLE STUDENT UNION**
- Address of campus early voting location:

- Contact information (individual who controls access):
- CVRS live connection? Yes/No
- Description of location interior: AT A MINIMUM, PROVIDE DETAILED INFORMATION ON THE FOLLOWING: ENTRANCE AND EXIT PLANS AND THE POSITION OF PRIVACY BOOTHS, CHECKER TABLES, IVS MACHINE, AND SECURED BALLOT DEPOSITORY RECEPTACLE.
- Diagram of the location interior: AT A MINIMUM, SHOW THE ENTRANCE, EXIT, AND THE POSITION OF THE PRIVACY BOOTHS, CHECKER TABLES, IVS MACHINE, AND SECURED BALLOT DEPOSITORY RECEPTACLE.
- Description of location exterior: AT A MINIMUM PROVIDE DETAILED INFORMATION ON THE FOLLOWING: AT LEAST TWO PARKING SPACES FOR PEOPLE WITH A HANDICAP, 75' MARKERS, A PLACE FOR CURBSIDE VOTING, AND IF A LOCATION IS IN A SCHOOL OR TOWN HALL, HOW BUSINESS WILL BE CONDUCTED WHILE EARLY VOTING OCCURS.
- Further Description of ADA compliance measures: AT A MINIMUM, PROVIDE DETAILED INFORMATION ON THE FOLLOWING: THE PROXIMITY OF THE PARKING SPACES FOR PEOPLE WITH A HANDICAP TO THE BUILDING ENTRANCE, THE PLAN FOR HANDLING CURBSIDE VOTING (E.G., WHO WILL CONDUCT IT), AND SIGNAGE INDICATING WHERE CURBSIDE VOTING IS AVAILABLE.

## Section VII: Optional Additional Location(s) in Towns with a Population of 20,000 or More

N/A

**PLEASE NOTE:** By law, the local legislative body must determine whether to have an optional additional location or locations, even if the town will not have such a location.

- Has the legislative body made this determination yet? Yes/No
  - If so, has the town legislative body approved an additional location? Yes/No
  - If not, date when the town legislative body will make the determination:
- Name of additional location: EXAMPLE TOWN HALL, MEETING ROOM B
- Address of additional location:
- Contact information (individual who controls access):
- CVRS live connection? Yes/No

- **Description of location interior:** AT A MINIMUM, PROVIDE DETAILED INFORMATION ON THE FOLLOWING: ENTRANCE AND EXIT PLANS AND THE POSITION OF PRIVACY BOOTHS, CHECKER TABLES, IVS MACHINE, AND SECURED BALLOT DEPOSITORY RECEPTACLE.
- **Diagram of the location interior:** AT A MINIMUM, SHOW THE ENTRANCE, EXIT, AND THE POSITION OF THE PRIVACY BOOTHS, CHECKER TABLES, IVS MACHINE, AND SECURED BALLOT DEPOSITORY RECEPTACLE.
- **Description of location exterior:** AT A MINIMUM PROVIDE DETAILED INFORMATION ON THE FOLLOWING: AT LEAST TWO PARKING SPACES FOR PEOPLE WITH A HANDICAP, 75' MARKERS, A PLACE FOR CURBSIDE VOTING, AND IF A LOCATION IS IN A SCHOOL OR TOWN HALL, HOW BUSINESS WILL BE CONDUCTED WHILE EARLY VOTING OCCURS.
- **Further Description of ADA compliance measures:** AT A MINIMUM, PROVIDE DETAILED INFORMATION ON THE FOLLOWING: THE PROXIMITY OF THE PARKING SPACES FOR PEOPLE WITH A HANDICAP TO THE BUILDING ENTRANCE, THE PLAN FOR HANDLING CURBSIDE VOTING (E.G., WHO WILL CONDUCT IT), AND SIGNAGE INDICATING WHERE CURBSIDE VOTING IS AVAILABLE.

Submitted and Certified by:  
**Francis L. Barton Jr. and Nancy Robinson**

Date: **10/2/2025**

For SOTS Use Only: Reviewed by/Date:
Comments: