



Town Belmont
Historic District Commission
 Homer Municipal Building, 2nd Floor
 19 Moore Street
 Belmont, MA 02478

OFFICE USE
Case Number: HDC - _____

APPLICATION

In accordance with the Historic Districts Act, MGL Ch 40C, and the Town of Belmont General Bylaws, §40-315, the undersigned applies to the Belmont Historic District Commission for a Certificate of:

- Appropriateness Non-Applicability Hardship

1. PRELIMINARY INFORMATION:

Address of Property: 455 Concord Avenue, Town Hall
 Property Owner's Name: Inhabitants of the Town of Belmont
 Address: 455 Concord Avenue, Belmont, MA 02478
 Email: _____ Phone: 617-993-2603

Agent Name: Ellen O'Brien Cushman, Town Clerk
 Address: Town Hall, 455 Concord Avenue, Belmont, MA 02478
 Email: ecushman@belmont-ma.gov Phone: 617-993-2604

I am the : ___ Property Owner ___ Agent
 ___ Property is Owned by a Corporation, LLC, or Trust (Submit authorization to sign as owner)
 ___ Property is a Condominium or Cooperative Association (submit authorization to sign as trustee)

If applicable: Architect: _____ Contractor: _____

2. BRIEF DESCRIPTION OF PROPOSED WORK:

Proposed installation of a new drop box at base of Town Hall stairs to replace temporary one approved by the HDC Chair during COVID 19.
 To receive voted ballots, documents containing Personal Private Information and payments for Town Clerk Office, the requirement for a secure drop box 365 days a year is virtually mandatory. Election Infrastructure inspector from MA State Police consulted on location and the need for replacement.
 I have consulted with Facilities who will perform the installation in the same location: bottom left side of Town Hall stairs, anchored by internal bolts, in view of the installed drop box security camera, with adequate lighting, offering visual access by residents, and physical access by Town Clerk staff. Placed safely behind the granite driveway bollards.

3. SIGNATURES:

As Owner, I make the following representations:

- A. I hereby certify that I am the Owner of the Property at: _____
 B. I hereby certify that if an Agent is listed on this Application, this Agent has been authorized to represent this Application before the Belmont Historic District Commission.

Owner: _____ Date: _____

As Applicant/Agent, I make the following representations:

- The information supplied on and in this Application is accurate to the best of my knowledge;
- I will make no changes to the approved plans without prior approval from the Belmont Historic District Commission.

Applicant/Agent: Town Clerk, Ellen O'Brien Cushman *Ellen O'Brien Cushman* Date: September 10, 2024

* Incomplete applications and Insufficient documentation will not be accepted. *

Approved March 23, 2017



TOWN OF BELMONT
TOWN CLERK'S OFFICE
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

ELLEN O'BRIEN CUSHMAN
TOWN CLERK

TEL. (617) 993-2603
FAX (617) 993-2601

September 10, 2024

Members of the Historic District Commission,

Attached please find my Application for Certificate of Appropriateness to replace the existing temporary Town Clerk drop box with a more secure one to be placed in the same location. The box is located at the main entrance to Town Hall, to the left of the stairs from the parking lot, immediately adjacent to the stairs, railing and the granite bench. The current temporary drop box has been in place since approved by Lauren Meier and Lisa Harrington, the Chairs of the Historic District Commission in 2020 at the start of the COVID-19 pandemic.

Since Vote by Mail, is now permanently enabled by the 2022 Votes Act and residents have come to rely on 24-hour access to submit documents business year round. The drop box is used exclusively for documents submitted to the Town Clerk's office, including voted ballots, ballot requests, census forms, raffle applications, pet applications, payments and documents many of which contain Personal Private Information such as requests for birth, death marriage certificates and documents related to amendments of same. It must be secure. The box will be used 24 hours a day, 365 days a year and has become an integral part of our operations for elections and all Town Clerk business.

In August of 2024, the Town Clerk's office participated in an Elections Infrastructure Security Audit of our facilities and processes, performed by the Massachusetts State Police. An important finding indicates that our current drop box, a pull down drawer style box, offers a significant window of opportunity for vandalism, theft or worse. We must replace the box with a slot style box, secured to the pavement with internal anchor bolts. The officer did commend the current box location as highly visible to pedestrians and drivers, behind the secure granite driveway bollards and in plain sight of the new security camera placed to specifically observe the box and my office staff.

The new box is dark green to match the trim paint on the Town Hall doors, and has a color version of the Town Seal on three sides. I attach a mock up and specs sheet from the drop box manufacturer. I have been in consultation with David Blazon, Facilities Director, whose organization will install the box. He will examine the box to make the decision about how best to install it securely in the selected place, preventing malicious removal.

Enclosures

The new box must be in place to receive voted Early Vote by Mail ballots for the November 5, 2024 (Presidential) State Election. We anticipate that we will be mailing ballots by the last week of September and returns begin the next day, so time is of the essence. I'm sure you can appreciate that the security of the voted ballots is of paramount concern at this time. I apologize for the tardiness of my application for the HDC September meeting but I had to certify the results for September 3rd on Friday the 6th.

I hope that you will agree that the new box is an aesthetic upgrade to the old gray temporary one and you will appreciate both the security need and the urgency of my application. I sincerely appreciate the review by the members Historic District Commission.

Please do not hesitate to contact me with any further questions.

Sincerely,

A handwritten signature in black ink that reads "Ellen O'Brien Cushman". The signature is written in a cursive style with a prominent initial "E" and a long horizontal flourish at the end.

Ellen O'Brien Cushman, Town Clerk

Enclosures

3. Photographs - Existing Town Clerk Drop Box measuring 22" X 48" side panels (at top flap extends to 26") and 20" X 48" front and rear panels

- specific location showing steps, driveway, bollards
- specific location showing steps, railing, front door, railing
- specific location showing front entrance doors, windows to Town Clerk office, camera, lights
- specific location showing secure position next to railing





United States Postal Service
Post Office Box 1000
New York, NY 10001

Mail for
Susan Clark, ChM, FRCR
Call 617-962-2813
In-state long distance

NOV 15 10 10 AM '08

A photograph of a building entrance. In the foreground, a grey mail box is visible with a sign that reads "Deposit ballots and requests for mailed ballots in this box." Below that, it says "Mail for Town Clerk ONLY" and "Call 617-993-2610" and "Deliver larger packages". To the right, a set of concrete steps leads up to a dark green double door with glass panes. A small red mailbox is mounted on the brick wall to the left of the door. The building is made of red brick and has a dark green awning over the entrance. A tree is visible on the left side of the frame.

Deposit ballots and requests for mailed ballots in this box.

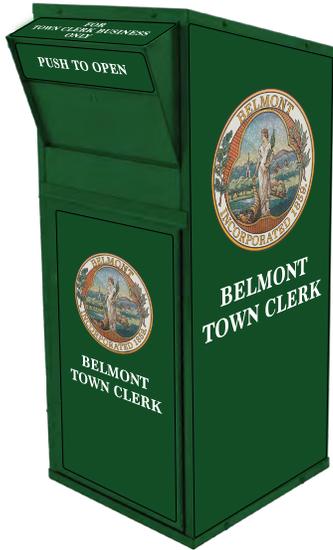
Mail for
Town Clerk ONLY
Call 617-993-2610
Deliver larger packages



TOWN CLERK
DROP BOX

4. Manufacturer's Information

American Security Cabinet product mock up with measurements, Town Seal, information.



Sales Number: **SO45918**

Business Name: Town of Belmont

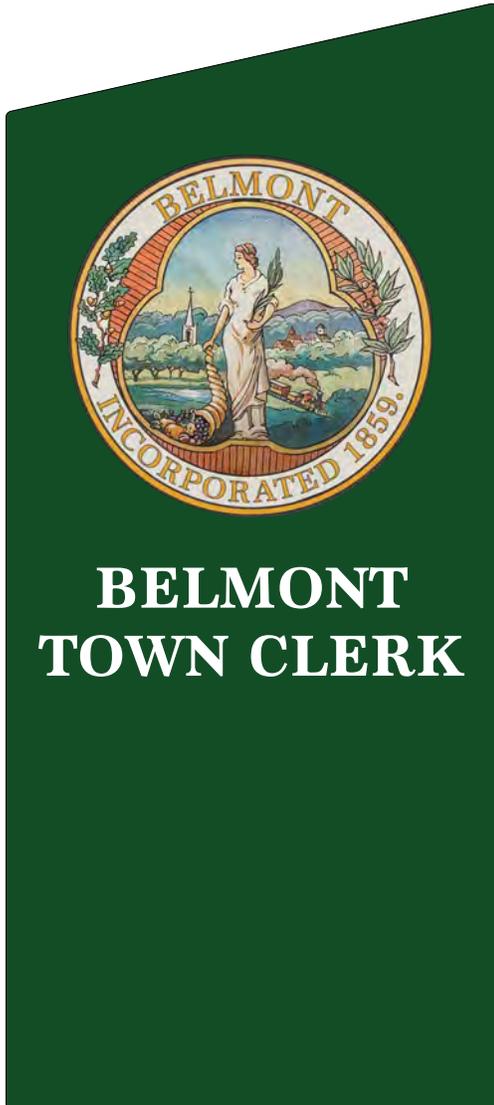
Model/Cabinet: 710

Date of Proof: 08/29/2024

Quantity: 1

Date Shipped: _____

Special Instructions: Powder-coat: RAL6035



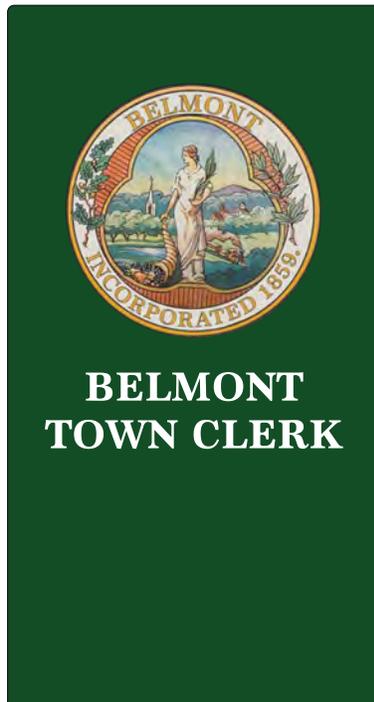
Left
19.5" x 44.55"

**FOR
TOWN CLERK BUSINESS
ONLY**

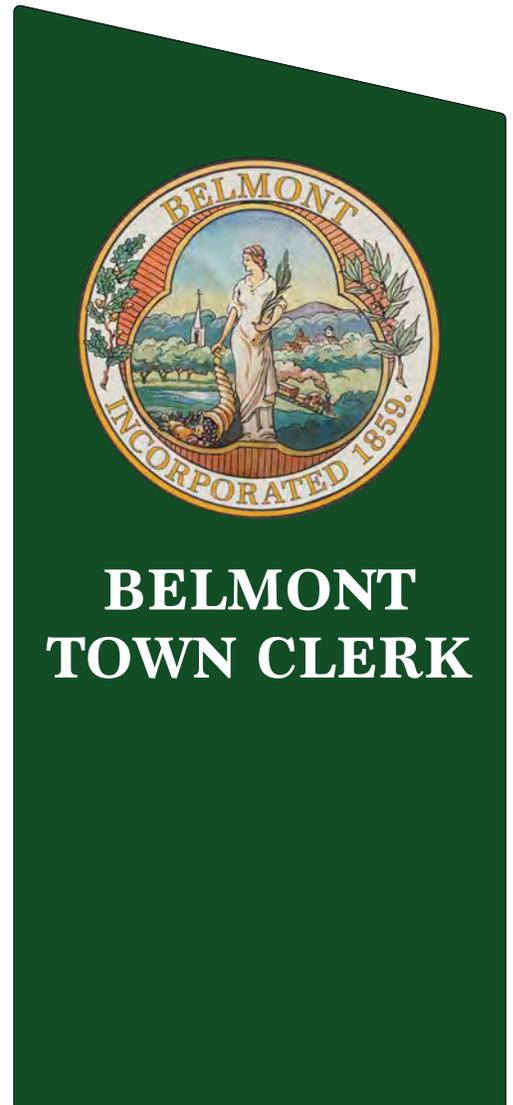
Top
16.25" x 4"

PUSH TO OPEN

Push Panel
16.25" x 3.5"



Door
14.75" x 28"



Right
19.5" x 44.5"