

# Otsego County Board of Elections



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Town of New Lisbon  
908 Co Hwy 16  
Garrattsville, NY 13342

## 2025 Poll Site Agreement

The Otsego County Board of Elections extends our sincere appreciation for your continued support of the election process. Your cooperation makes every election a success. It is important that you read over the following information.

1. The poll site must be available on the following dates for the 2025 election cycle:
  - **Tuesday, June 24, 2025 - Primary Election – Polls are open 6AM-9PM**
    - **Monday, June 23, 2025** – Delivery and setup of voting equipment.\*
    - **Tuesday, June 24, 2025** – Election Day Inspectors will arrive no later than 5AM.
    - **Wednesday, June 25, 2025** – Pickup of voting equipment.\*
  - **Tuesday, November 4, 2025 – General Election – Polls are open 6AM-9PM**
    - **Monday, November 3, 2025** – Delivery and setup of voting equipment.\*
    - **Tuesday, November 4, 2025** – Election Day Inspectors will arrive no later than 5AM.
    - **Wednesday, November 5, 2025** – Pickup of voting equipment.\*

**\*Someone must be present to sign for the delivery and pickup of all voting equipment.**  
**Notification of time for delivery and pickup will be sent a few weeks prior to the election.**  
**\*These are regularly scheduled elections-if another election arises, we will notify you.**
2. The poll site must have heat, clean/available restrooms, proper lighting, multiple electrical outlets, tables and chairs and a land line phone available in the voting area for inspectors to use for incoming and outgoing calls.
3. The poll site must have adequate space for the Voting Machine, Red Supply Bag(s), Supply Cart(s) and Privacy Booths as provided by the Board of Elections.
4. The poll site must have ample parking and sufficient exterior lighting, in addition to designated accessible parking from the opening of the polls to the close of polls, as well as ADA accessible entrances and exits.
5. Any cameras located in the voting area must be turned off during voting hours.

Please supply the following information:

\*Make changes if necessary.

Official poll site name to be used in publications and postings:	New Lisbon Town Building
Poll site street address (and mailing address if different):	908 County Highway 16 Garrattsville, NY
Phone number for incoming and outgoing calls on election day, available to inspectors in immediate voting area:	607-965-8381
Name of secure location for storage of voting machines, carts, etc: (before and after voting hours)	Town Clerk's Office at Town Hall

  

Poll site Contact Person: (Must be available Monday-Wednesday for each election)	Charlene R. Wells, Town Clerk
Contact Mailing Address:	829 Co. Hwy 16, Garrattsville NY 13342
Contact Phone Number: (Home and Cell)	Home 607-965-8508
Contact Email:	Charlene_r_wells@yahoo.com

  

Alternate Contact Person:	Edward T. Lentz, Supervisor
Alternate Contact Phone:	607-435-8566
Alternate Contact Email:	newlisbonsupervisor@icloud.com
Does the poll site have a generator?	yes
Is there cellular service at poll site?	limited
Does the poll site have internet available?	yes

Please list ANY and ALL changes to the poll site:

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**Please sign the agreement below authorizing the use of your facility as a poll site for the 2025 election cycle.**

Authorization: \_\_\_\_\_  
(Printed Name) (Signature)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make a copy for your records and return the original to us by February 15, 2025.**

Feel free to contact us at 607-547-4247 or [boe@otsegocounty.com](mailto:boe@otsegocounty.com) if you have any questions.