

1. **Attendance:** Mike Horne, Bob Ehlers, Sally Humphries – Supervisors of the Checklist, Linda Pischetola, Town Clerk, Don Riley, Moderator and Board Chairperson.

2. **Call to Order:** Don Riley at 6:30 PM

3. **Minutes:** No previous minutes available. This represents the first meeting of this Board as constituted.

4. **Old Business:** No previous meeting, therefore, no old business

5. **New Business**

**a. Primary Election Preparation:**

1. Presently, two election processes are on-going.
  - a. Absentee Ballot Process
  - b. Checklist Sessions (public) and Updating. The final Public Session is Friday, October 14, 2011 from 7:00 to 7:30 PM at the Town Hall. Town Clerk will continue to process registrations until one week prior to the Primary election, for which no date is established. After that cut-off, registrations may be completed at the Primary Election.
  - c. No currently identified issues with these two processes.

**b. Recruiting Polling Personnel:**

1. Linda has the responsibility to recruit personnel needed to work the election.
2. Significant discussion regarding the number of personnel required. Currently planned are 6 individuals to work as Ballot Clerks.
3. Although no decision was finalized, it was agreed that each board member would identify the tasks required during the election and submit to Don Riley **no later than** October 18 for combining and resubmitting to each board member for possible future discussion and action.
4. Election Budget was discussed. Presently, there exists an election line item in the Town Clerk's budget (Linda indicated she would confirm the budget \$'s). No budget line exists for the Board of Election. Again, no decision was made, other than to review election needs requiring expenditure and pursue the budgetary constraints that may exist with Town Administration.

**c. Training:**

1. Training has been identified for at least the Ballot Clerks. It is to be held the day before the Primary.
2. Cross training for all Election personnel was briefly discussed. Consensus was that this would be an advisable practice.
3. Training for any additional Election personnel will be identified after determination of tasks required and personnel needed.

**d. Election Officials Responsibilities:**

1. Each of the three functions (Supervisors of Checklist, Town Clerk and Moderator) discussed their areas of responsibilities for the benefit of all board members. Consensus existed for this Board to function on Election Day as a knowledgeable and practiced team given the potential for extreme visibility.

**e. Timeline:**

1. Inasmuch as no date for the Primary Election has been determined, a precise timeline is not possible at this time. There are no immediate issues beyond those identified in paragraph 5.a. above that require attention.

**f. Anomalies:**

1. Areas of previous experience indicating potential improvement were discussed. Of note were set-up and signage, parking, maintaining the 10' corridor for voters, and floor covering of the gym floor at Cawley School (Polling place).
2. Although no action was taken, informal discussions with the relevant groups regarding several of these issues will occur.

**6. Communications:**

1. All Board Member emails were identified and agreed this would be the preferable manner of communicating.
2. Mike Horne discussed the Town Web Site and suggested changes. No action was taken. Each Board member should review the changes suggested and provide feedback to each other Board member with the intent to take formal action. Suggested date for feedback is October 18, 2011 (same date to identify "election tasks" noted in 5.b.3 above).

**7. Future Meetings:** It was agreed to continue meetings between now and the Primary. No date is set for the next meeting, but will be noticed when determined.

**8. Adjournment:** Declared adjourned by Don Riley at 8:35 PM.

Submitted:  
Don Riley