

HOOKSETT BOARD OF ELECTIONS...November 21, 2011
MINUTES

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

2. Call to Order: Don Riley at 6:28 PM

3. Minutes: Minutes of October 25, 2011 were set aside for this meeting. Will be approved at the same time as minutes for this meeting.

4. Old Business: a. “Election” Budgetary Accounts: The Town Administration Department Budget Sub-Account “Elections” has been re-established with the following Line Item Numbers.

- 01-401-16-110 Supervisors of Checklist (SoC)
- 01-401-16-200 FICA Taxes
- 01-401-16-213 Checklist – 10-year purge (due 2020-2021)
- 01-401-16-215 Election Workers for Town Meetings
- 01-401-16-217 Special Town Meeting
- 01-401-16-431 Postage
- 01-401-16-711 New Equipment

By “Consensus”, it was agreed that these line items are appropriate for the Hooksett BOE.

b. “Town Clerk” Budgetary Accounts: Linda was excused for this meeting. Based on several email communications with Linda, it appears the Line Item Numbers for the Town Administration Department budget Sub-Account “Town Clerk” are appropriate as structured. No action taken at this meeting.

c. Budget Submission 2012-2013: Several “Election” items require revisiting during budget discussions with Town Administration/Town Council. There may be “Town Clerk” items requiring revisiting as well.

1. “Election Workers”- Poll Workers, 2 elections. According to the NH Political Calendar, Sep 11, 2012 is a State Primary Election. Currently, the budget includes only the Presidential Election and the Town Meeting.
2. “New Equipment” – Laptop-SoC. Budgeted amount appears to be for a single laptop. All three Supervisors do considerable and continuous work on-line with the State Election System (inputting new registrants, etc.) to insure that the Hooksett Checklist is accurate. Each should be provided the tools necessary to adequately perform the job given the need for absolute privacy and separation from the applications and information on personal home computers.

d. Timeline Review: No timeline items for discussion except for recent mailing by Secretary of State subsequent to establishing Presidential Primary date of Jan 10, 2012. See Paragraph e. below.

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e. Other Old Business:

1. Website: Secretary of State Timeline leading to Jan 10, 2012 primary date is being posted on the Hooksett Website under Elections. Additionally, other topics of interest ("Here's what you need on Election Day", etc.) are being posted.
2. Personnel for Election Day: SoC, Town Clerk and Moderator are responsible for securing poll workers required for their areas of responsibility.

5. New Business

a. Other New Business:

1. Election Day weather impact – brief discussion.
2. Budgetary Timeline – need to secure review dates from Town Administration.

b. Future Meetings: None scheduled at this time.

6. Adjournment: Motion by Sally, 2nd by Bob to adjourn at 7:00 PM. Declared adjourned.

Submitted:
Don Riley