

**HOOKSETT BOARD OF ELECTIONS...January 31, 2012**  
**MINUTES**

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

**I. Call to Order:** Don Riley at 6:35 PM

**II. Minutes:** Minutes of October 25, 2011. Motion by Mike, 2<sup>nd</sup> by Sally to approve as written. Unanimous to accept.  
Minutes of November 21, 2011. Motion to accept by Mike, 2<sup>nd</sup> by Sally to approve as written.  
Motion by Mike, 2<sup>nd</sup> by Sally to amend the Header date to November 21, 2011 from November 25, 2011. Motion to amend unanimously approved. Motion to approve minutes unanimously approved.

**III. Old Business:**

A. Timeline Review: Upcoming dates are:

1. February 10, 2012: School District Deliberative Session
2. March 13, 2012: School District Elections
3. April 07, 2012: Town Deliberative Session
4. May 08, 2012: Town Elections

B. Other Old Business: 1. Mike discussed Town Web Site: Elections, indicating a need to maintain current and expand to insure constituency may be as informed as possible. Mike indicated he would work the site – consensus of BOE was that Mike should work the site and keep BOE updated occasionally.

2. No other Old Business

**IV. New Business:**

A. Don updated the BOE regarding the Primary Election worksheets. All six worksheets were submitted on time (3 the night of the election; 3, 48 hours later as required – these were misplaced at SoS office and required resending on January 20). Resulting discrepancy in check-list / ballot tabulation count has been discussed in detail with Anthony Stevens, Asst Secy of State on multiple occasions as well as with a former Hooksett Town Moderator. As of this meeting, SoS is considering the BOE request to unseal the ballots and manually recount to resolve the discrepancy. (Several days subsequent to this meeting, this request was denied by Anthony Stevens, speaking on behalf of the SoS)

B. Assessment of Primary Election, January 10, 2012:

1. Don indicated in general the Election went well with room for improvement. Polls opened and closed on time; cueing at the check-list was less than the benchmark 15 minutes all day; external automotive traffic generally good with a peak time exit back-up at Farmer Road and 28-Bypass. Police and Dept of Public Works continued to support the Elections with set-up, tear down and automotive control. Absentee Ballot process started 30 minutes later than noticed. AG audit (occurred approximately 8:30-9:00AM) went well. Only issue was absence of two “voting screens”. Linda has offered after checking with SoS that these screens are not video screens, but voting booth screens and they were in place.

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2. Lessons Learned:

a. Physical Provisions:

1. Layout: Need to improve people flow. Too many people reentering the polling area to get from exit back to SoC station. Better signage, physically tighter exit point, and closer election official monitoring may help. Some discussion regarding need to utilize the entire school gym for State Primary in September and General Election in November. Don or Linda will follow-up with Matt Benson at Cawley School)
2. Signage: Improved signage at entrance to better separate Registered Voters and Voters needing to Register; "Ballot Box is Here" or similar to avoid confusion; changing affiliation station; and Handicap Accessible Booths and Tent identification – all will be reviewed.
3. Voter Flow: With above changes, BOE believes voter flow will improve.
4. "Electioneering" (4-6 people); "Observers/Poll Monitors" (2 people) and "Media" (Swiss, MSNBC, NPR, Globe, U/L) presented no issue.
5. EBCD: Pre Poll Opening check "time stamp" on ticker tape read 6:26AM; this check was completed at 5:40AM. Later determined that the internal "clock" had not been set. Numerous other towns experienced similar as reported by the AG's office

b. Personnel:

1. Additional training and cross training is needed. All poll workers, including election officials, need to understand their specific responsibilities (ballot clerks, officials at "change affiliation" station) for consistent voter interface and direction. Additionally, all election officials should be aware of the significance of election information, effect on information accuracy and use. Mock Election was suggested; also suggested was a fairly detailed training plan. Both will be explored.
2. Adequate alternates required so that BOE officials maintain election efficiency and voter assistance via monitoring without having to substitute for those needing breaks.
3. Councilors required at the polls are 2 / all day long, not 1. Moderator did not specify at the time of request. (Note: NH Constitution specifies – Don researching)

c. Responsibilities: More detailed training will clarify election day responsibilities.

d. Other: Some specifics briefly discussed

1. Dispensing ballots – consistent voter interface
2. "Tensa Barrier" versus heavy stanchions with police tape
3. Lockable Ballot Trunk for off loading ballots from EBCD during the day. (EBCD holds approximately 1150 cast ballots)
4. Supplies – "election tool kit" (staples, pens, tape, etc.) stocked and ready to go. (Many pens disappeared during the day)

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5. Front Work Area – maintain uncluttered
6. Election official family members – none for counting process

3. Improvement Suggestions: Other than above

- a. Improve Absentee Ballot Process (verification and ballot casting).  
Review Abs Ballot Checklist from ElectionNet with SoC.
- b. Improve/Standardize Checklist Tabulation (e.g. separate Tally Sheet and/or 2<sup>nd</sup> count with alternate team.
- c. Utilize Reconciliation Worksheet to secure and confirm tallies prior to sealing ballots in storage boxes. Draft submitted to all for review.

C. Other New Business:

1. Moderator Term of Office – 2 years elected at even years. Linda to confirm interpretation.
2. Warrants – will be reviewed with Council before posting.

D. Future Meetings: None scheduled at this time; will meet prior to Town Election in May.

6. **Adjournment:** Motion by Sally, 2<sup>nd</sup> by Bob to adjourn at 8:30 PM. Declared adjourned.

Submitted:  
Don Riley