

HOOKSETT BOARD OF ELECTIONS...July 17, 2012
MINUTES

Attendance: Supervisors of Checklist, Mike Horne, Bob Ehlers and Sally Humphries; and Moderator / BOE Chairperson, Don Riley. Town Clerk, Linda Pischetola excused with last minute conflict.

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

II. Minutes: Minutes of April 17, 2012. Motion by Sally, 2nd by Bob to approve as written. Unanimous to accept.

III. Old Business:

- A. Town Election Results:
1. Process. Don reported excellent process execution with no anomalies. Events of note:
 - a. AccuVote (EBCD) "pre-test" difficulties delayed the pre-test completion until late Monday afternoon. Moderator and Town Clerk assisted on Monday afternoon by EBCD device distributor personnel until successfully completed.
 - b. Count process delayed 20 minutes to accommodate last minute voter. Results declared at 8:30 PM and posted at Town Hall within 24 hours.
 - c. Numerous write-ins (in one case, more than 40 for one office)
 - d. Recount requested, in appropriate manner, was completed effectively per statutes due to BOE team efforts.
 2. Metrics:
 - a. Number of voters: EBCD Tape = 654.5; Checklist = 652 (accuracy = 99.62%).
 - b. No voter challenges, eight absentee voters, one voter assist.
 3. Lessons Learned:
 - a. Reconcile tape count with Checklist count before opening ballot box.
 - b. Secure sufficient counting teams beforehand to efficiently manage expected write-in activity. In this case, several offices were "under-filed" (thus, predicted write-ins) and accounted for the numerous write-ins experienced.
 - c. Recount Process effectiveness.
- B. Attorney General 's Audit Response: A team of two auditors from the AG's office inspected the Hooksett Election Process during the morning of the Presidential Primary on January 10, 2012. They examined 68 items of a pre-prepared checklist (used statewide) and found 4 items not in compliance with either statutes or Secretary of State guidelines. The Hooksett BOE challenged the findings in writing on June 4, 2012. A response was received on June 6 and the results are summarized below.
1. **5.b: Entry Ramp – Proper Handrails.** In compliance.
 2. **6.a: Building "normal" entrance different than "accessible" entrance.** In compliance.
 3. **9: American Flag display.** Not in compliance. Moderator has maintained communication with the Principal of Cawley School since the Presidential Primary regarding this item. Matt Benson (Principal), as well as the BOE will assure the US Flag is flying (weather permitting) during future elections.

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4. 19.c: Hand Count Towns. In compliance

Although Hooksett is in compliance with 3 of the 4 items, the BOE agreed to make several changes in "signage" to clarify entrance and exit patterns to assist disabled voters. Those signs are as follows:

1. **"Accessible Voting Entrance"** (2); to be posted at the main school entrance and at the beginning of the walkway to the voting entrance, both viewable from the Handicapped parking area.
2. Two additional signs in the voting area will be added to maintain efficient voter flow and prevent reentry after ballots are deposited.
 - a. **"Proceed Directly to Voting Booth"**
 - b. **"Do Not Re-enter Voting Area"**

C. Other Old Business:

1. Redistricting: Supervisors of Checklist report a delay until after January 1st, 2013
2. "Election Process" Draft (item IV-C, April 17, 2012 minutes). Don requested input from the BOE at that meeting. Upon revisiting, several additions were suggested regarding voting area layout and election day check-in (pertinent to consider in view of the Voter ID Bills SB 289-FN and SB 318 FN requirements). Don will continue to add detail to the draft prior to the State Primary in September at which this document may be used (trial only) to validate process documentation.
 - a. Subsequent to this meeting, Mike offered additional suggestions (as he had promised).
 1. Determine method of notifying Moderator for immediate assistance during election day
 2. Sign In/Sign Out sheets for Ballot Clerks, Other Assistants, and Election Officials for reference as required by Election Officials.
 3. No separate "entrance" for access to Supervisors of the Checklist. An extra Checklist (primary use is for registering new voters) may also be used to balance all voter flow.
 4. Poll monitoring area restricted (according to statute) by floor tape.
 5. Shared Admin Supply Cache (pens, staplers, etc.)

IV. New Business:

A. September Primary:

1. Voter ID: Don distributed a summary of SB 289 (SB 318 not reviewed at this time) to the BOE, detailing responsibility differences based on an initial interpretation. Further review and clarification is required to insure complete understanding, as well as completing a review of SB 318. Areas discussed are:
 - a. Ballot Clerk responsibilities
 - b. Secretary of State responsibilities
 - c. Town Clerk responsibilities

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d. Moderator responsibilities

e. Implementation Dates:

1. Subject to US Department of Justice approval of content of both NH Senate bills.
 2. Several requirements implement at the State Primary
 3. Full implementation on September 1, 2013.
2. Training: Ballot Clerks. BOE considers the Ballot Clerks a primary “front-line” component of the Election Process and in view of the potentially new Voter ID requirements (pending US Department of Justice approval) and State Primary reporting requirements, additional detailed training is required.
3. EBCD. Given the circumstances of the last EBCD pre-test, a meeting with the device distributor would be extremely beneficial to understand input actions and output results.
4. Post Election Reporting – State Primary. Don has learned from the Secretary of State’s office that documentation requirements for the September State Primary will be substantially the same as those for the recent Presidential Primary. Don has further reviewed those documents and prepared a single page worksheet outlining the same requirements. This worksheet was distributed to the BOE. Don will continue to refine this worksheet to identify on the worksheet the genesis of that information to effectively guide Election Night reconciliation.

B. Budget 2013-2014: Don misread several documents from the Hooksett Finance Director and realized they identify changes in Accounting categories for the 2012-2013 and were not requests for 2013-2014 Budget information as initially read. No further discussion ensued.

C. LGC Workshop – Right to Know: Don attended a Local Government Workshop on General Town Government Topics. Significant was the discussion regarding Right to Know. Two items were discussed:

1. E-mail. Caution regarding its use, especially as relates to “decision-making”, however insignificant it may appear to be. Best not to consider any decisions using email (or phone for that matter) unless an emergency exists.
2. E-mail: Rule of Thumb – one-way communication is generally OK, but two-way tends toward difficulty.

D. Other New Business:

1. NH Votes Training Modules: Don has compared the content of each training module for Moderator, Town Clerk, and Supervisor of Checklist. There is an approximate 90% overlap (content exactly the same) in the modules for each of the three positions. Don speculated this is intentional and causes each position to be intertwined with the others in the conduct of every election. Certain responsibilities are position unique (about 10%), but the balance are shared responsibilities for all.

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E. Future Meetings: None scheduled at this time.

V. **Adjournment:** Declared adjourned at 7:55 PM.

Submitted:
Don Riley
July 23, 2012