

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

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

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

II. Minutes: Minutes of January 31, 2012. Motion by Mike, 2nd by Sally to approve as written. Unanimous to accept.

III. Old Business: A. Timeline Review: Upcoming dates are:

1. Checklist: No issues
2. EBCD Program revision for May 08 Town Election: In process.
3. EBCD Pre-election Test: To be scheduled
4. Pre-election Ballot Count: To be scheduled – awaiting ballot printing.

B. AG Audit – January Primary election:

1. **Entry Ramp – Proper Handrails.** Entry Ramp may not require handrails.
2. **Building “normal” entrance different than “accessible” entrance.** Yes. May need signage at “normal” entrance to direct to “accessible” entrance.
3. **American Flag display.** Check with Matt Benson, Principal to confirm time of flag raising.
4. **Hand Count Towns.** Hooksett is not a hand count town. Clarify with AG.

Don to correspond with AG’s office to clarify these Primary Election anomalies noted in correspondence dated March 1, 2012.

C. No other Old Business

IV. New Business:

A. Town Election Worksheet: Don distributed a preliminary May 08 Election worksheet With names of candidates filing for office noted. Worksheet has sufficient space for write- ins, columns for EBCD vote tally, AVS and UOCAVA tallies and Total Office tally. He requested each Board member review and suggest improvements prior to May 08.

B. Personnel Required for May 08:

1. Supervisors of Checklist: No additional people required. Supervisors may post District Maps to facilitate self service voter check-in.
2. Ballot Clerks: Estimated 4-5 Ballot Clerks required. There will be 6 Check-In Roster Books for Districts I-VI. Two clerks will manage 2 rosters Districts Where voting is “light”
3. Ballot Counters: Estimate 3 teams of two (6 counters) as write-in balloting will be significant.
4. Asst Moderator may be required as Moderator is on the ballot and cannot handle marked ballots. There is a requirement to open absentee ballots and process by Moderator and Town Clerk, so this activity will require alternative action.
5. Mike Horne is also on the May 08 ballot and may perform his responsibilities at the Election provided he handles no marked ballots.

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C. Process of Elections:

1. Don distributed a draft of Pre-election Day, Election Day, and Post Election process activities and requested feedback from BOD members. This is the initial phase of creating a detailed election manual designed to enable not only effective transition for future Board members, but also to create the activity steps and check points for efficient conduct of any election in Hooksett.

D. Other New Business:

1. Motion by Mike, 2nd by Sally to establish the hourly wage for Election Day personnel (other than elected officials) at \$7.50/hr.
 - a. Discussion: Mike has surveyed several towns adjacent to Hooksett as well as the Hooksett School District and discovered that \$7.50/hr was the prevailing wage paid.
 - b. Motion defeated 2 votes yes; 3 votes no
2. Motion by Bob, 2nd by Mike to recommend to Council to establish \$7.50/hr as the wage paid to Election Day personnel (other than elected officials) provided that the established wage be not less than \$7.50/hour.
 - a. Discussion: BOE wishes to insure that wages paid to Election Day personnel (other than elected officials) are compensated consistent with the compensation established by the Council and paid to other personnel working part time or infrequently in similar capacities.
 - b. Motion approved 5 votes yes.
3. Absentee Ballots: Applications for absentee ballots for both School and Town Elections may now be made at the Town Clerk's Office.
4. School District Election and Town Election: Mike suggested the BOE research pros, cons and legal issues involved should Hooksett should pursue combining the Town and School District Elections. The BOE endorses this pursuit.
5. Don is scheduled to attend a Local Officials Workshop on May 19 at the LGC.

E. Future Meetings: None scheduled at this time.

6. Adjournment: Declared adjourned at 7:35 PM.

Submitted:
Don Riley
April 23, 2012