

HOOKSETT BOARD OF ELECTIONS...February 06, 2013
MINUTES

Attendance: Supervisors of Checklist, Mike Horne, Bob Ehlers and Sally Humphries; Town Clerk, Billie Hebert; School District Moderator, Becky Burk; Deputy Town Moderator for Nov 06, 2012, Donald Winterton; and Moderator / BOE Chairperson, Don Riley.

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

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

III. Old Business:

A. State General (Presidential) Results:

1. Process: Don reviewed a template for documenting in simple format, the entire election process and asked each to review and comment.
2. Metrics: Don reviewed metrics spreadsheet, highlighting four areas:
 - a. Total voters = 7428
 - b. Absentee Ballots processed = 594
 - c. New registrants = 1004
 - d. Hooksett closed polls at 8:00 and declared results by 10:45. In comparison to other towns, this was an exceptional effort given the large volumes noted in a, b, and c. Some communities worked well into the morning hours of Nov 7 to complete the voting process.
3. Lessons Learned:
 - a. All present reviewed a list of lessons learned and added new ones. Purpose of this discussion is to insure the institutionalization of election events that went well and improve those that did not. Based on the discussion, the list has been updated and appears as an Addendum A to these minutes.

B. Budget 2013-2014: Briefly discussed the 2013-2014 Election Budget as amended and the addition of approximately \$3000 to allow replacement of some overused polling booths.

C. Other Old Business:

1. Supervisor of Checklist Quality Review is complete. Process involves entering all new registrants into the State Electionet System and insuring overall accuracy of this information – an extremely time consuming effort.
2. Redistricting has been completed by the Supervisors and is ready to submit to the Council.

IV. New Business:

A. School/Town Election:

1. Timeline. Reviewed a spreadsheet with dates for all town election events (dates of sessions I and II and posting dates and office filing period dates. Required Supervisors of Checklist sessions are not included and school dates were not included. Brief discussion regarding the weather and upcoming School District Meeting Feb 08 Snow dates are anticipated and will be announced on local news and electronic media as well as posted on the doors of Cawley School.

2. Voter Photo ID required at School and Town elections. Research needed (Don has the action) as there appears to be an understanding posted on the Moderator Forum that is different than that of the Hooksett BOE. Results of research will be sent to all BOE members.

- B. Other New Business: Legislative Efforts: Briefly reviewed following House Bills (topic only)
1. HB 183: Absentee Vote Start Time for Processing
 2. HB 250: Campaign Financing
 3. HB 287: Eliminate Voter Registration Requirements
 4. HB 412: Absentee Voter Application Requirements
 5. HB 466: Voter Qualification Determination
 6. HB 521: Committee to Study NH Election Laws

V. Future Meetings: None scheduled at this time.

VI. Adjournment: Declared adjourned at 7:55 PM.

Submitted:
Don Riley

ADDENDUM A

LESSONS LEARNED State General Election Nov 06, 2012

A. PREVIOUS LESSONS APPLIED

1. Checklist Count by separate team to improve accuracy successful
2. Three BOE members resolved two “check-in issues” quickly
3. General Lay-Out efficient
4. Worked as Team before, during and after
5. Return of election ... 8:00 PM closing, results at 10:45 PM

B. PRE ELECTION ACTIVITY

6. Signage
 - a. Securing (glue, tape failure required re-securing before polls opened)
 - b. Increase signage height for observability
 - c. Insure back side is blank to allow for real time changes
7. Set time on EBCD (zero tape completed at 5:30, yet tape time was 6:19)
8. Asst/Dep Moderator – plan to utilize for all but Town election
9. Polling area lay-out ... flexibility for changing depending on “election”

10. Training Schedule:
 - a. Different day than Set-Up
 - b. Multiple days to accommodate all who work
11. Set up AVS operationally on Set-Up day to insure timely troubleshooting before Election Day
12. Election Return information worksheet w/specifics and responsible party
13. Inspector of Election – requires work/coordination with Hooksett Political Parties to insure available
14. Significant elections – insure HPD clarity of plan
15. Post “Photographing Policy” prominently at polling place
16. Absentee Ballot to the person (BOE members – need help as I forget the context of this topic)

C. ON & DURING ELECTION

17. Absentee Ballot Processing:
 - a. Opening outer and discarding outer envelope.
 - b. Confirm signature “upside down”
 - c. Processing on Election Day – timing, ballot box jam, # teams, etc.
18. Marking Ballots “x”, √, oval filled in” (Moderator, Enfield – EBCD Accuracy)
19. No voter departs without voting for unusual circumstance w/o reviewing w/Moderator or Dep Moderator
20. Maintain “AG checklist” in real time
21. Stretch New Registrant cueing line. Eases voter uncertainty with regard to “which line is which” when both entrances to polling area are utilized.
22. Enhance Ballot Clerk training with regard to:
 - a. “A.V.” and forgetting to add check to box
 - b. Name change addition to checklist

C. POST ELECTION ACTIVITY

23. Separate team “post count” of checklist – worked very well
24. Publish Minutes of Election Day and use for posting results (or post annotated “sample ballot”)
25. Improve “close out” time efficiency (between “declaration” and “departing” Cawley School)