

HOOKSETT BOARD OF ELECTIONS...July 27, 2015
MINUTES

Attendance: Supervisors of Checklist, Mike Horne and Sally Humphries; Town Clerk, Todd Rainier, Don Riley. Supervisor Bryan Williams excused; Deputy Town Clerk Billie Hebert ill.

I. Call to Order: Don Riley at 6:55 PM

II. Minutes: Minutes of September 15, 2014. Motion by Sally, 2nd by Mike to approve as written. Minutes as presented unanimously approved.

- III. Old Business:**
- A. Review of Checklist Analysis, May Town Election:
 - 1. Don distributed the results of the checklist analysis (completed to determine accuracy of election night reconciliation of checklist entries ((voters voting)) and machine tape count of ballots). Results determined perfect reconciliation of 455 voter count. Further, **no** checklist errors were found.
 - 2. Don also distributed results of November Election checklist review for the same purpose.
 - B. Lessons Learned – May Town Election
 - 1. Signage improvements (ballot clerk stations, electioneering, entryway “registered”/”non-registered” split for Presidential Primary.
 - 2. Post Election Counting/Verifying: Improve worksheets used by each team.
 - 3. Multiple checklists (duplicative) should not be employed at Ballot Clerk stations at any election.
 - C. Council Representative on BOE: Town Council Chair has been encouraged to replace Todd Lizotte (no longer Councilor) as Council representative to the BOE.
 - D. Photo ID / Photography Capability: Photo ID requirements may have been further restricted as the original statute of several years ago time phased changing requirements. Don will confirm what requirements exist for Presidential Primary. Todd will be attending a Town Clerk conference in September and will raise the issue of Photography at the Polls (for those without photo ID). Todd estimated the cost to Hooksett for the equipment (probably not provided by SoS) at several hundred dollars, not reimbursable by State of NH. (Unfunded requirement).
 - E. Other Old Business: None

- IV. New Business:**
- A. Preliminary Planning-Pres Primary 2016:
 - 1. Physical Layout/Forms, etc
 - a. Affidavits of any kind (CVA, QV, Domicile, etc.) will be different colors.
 - b. Determine best way to integrate newly registered voters into Ballot Clerk check-in stations.
 - c. Voting Booth discussion. Will need booths equal to “#registered voters/100” for Pres Primary. Todd and Don to complete inventory early fall.
 - 2. Personnel Requirements: Wide ranging discussion which included the following thoughts – SoC assistance Floor manager, Ballot Clerks, “Return Party to UND” attendant, Hallway greeters and guides; Inside Polling area guide, Wheelchair attendant, Absentee Ballot Processing assistance.

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3. Other Planning Issues:
 - a. Election Publicity: News Articles – UL and Banner (review ID requirements, party frozen 90 days prior to election, new registrants, etc.). Article will be collaborative effort by BOE
 - b. Web Site: Maybe split into two sections – “Voting” and “Elections”. Each driven by a Big “click” Button.
 - c. Todd mentioned that people new to Town registering an auto are being informed of/encouraged to “register to vote”.
 - d. Library electronic reader board has the message – “Register to Vote at Town Clerk’s Office”. Suggestion made to solicit businesses in town with electronic reader boards for similar message. Don to contact all (approx 4) over next several months for their voluntary participation.
 - e. Todd trying to contact SNHU Director, Community Relations to discuss how to encourage pre-election registration / student home state absentee voting. Also trying to solicit Dorm locator information to determine which dorm/dorm rooms are Hooksett and which are Manchester.
 - f. “Party return to UND” voter listing is by Hooksett Voting District. This causes confusion and is time consuming at the polls. A straight alpha-listing simplifies that workstation. SoC will review
 - g. Don encouraged all to review the Election Process Document for improvements and revisions in advance of the Pres Primary

B. Combined Hooksett School District / Town of Hooksett Elections: Acknowledged on-going discussions at Council and Todd’s paper input to that discussion.

C. Other New Business: None

V. Future Meetings: None scheduled at this time.

VI. Adjournment: Declared adjourned at 8:15 PM.

Submitted August 02, 2015
Don Riley