

HOOKSETT BOARD OF ELECTIONS...November 10, 2015
MINUTES

Attendance: Supervisors of Checklist, Mike Horne, Bryan Williams and Sally Humphries (via phone); Town Clerk, Todd Rainier, Deputy Town Clerk Billie Hebert and Moderator Don Riley.

I. Call to Order: Don Riley at 6:00 PM

II. Minutes: Minutes of July 27, 2015. **Motion by Mike, 2nd by Todd to approve as presented.** Minutes as presented unanimously approved.

III. Old Business:

A. Review of Personnel Requirements for Presidential Primary, the date for which is currently not scheduled

1. Discussed each of the following:
 - a. Registration – SoC: Initial thoughts are two shifts; 5 people/shift, although will be evaluating surge periods and anticipated turnout to confirm.
 - b. Ballot Clerks – Town Clerk: Initial thought is two shifts; 6 clerks/shift.
 - c. Unmarked Ballot Count –Town Clerk: Four teams of 2.
 - d. Post Election Count - Moderator: Six teams of 2, although evaluating work content to confirm number of teams.
 - e. Miscellaneous requirements for:
 - 1) Hall proctors (2)
 - 2) Floaters (ballot clerks) (2)
 - 3) Voting declaration “return to” status (2)
 - 4) Voter assist (registration status) at polling place entry (2)
 - 5) Photography station to take photo ID picture for voters without (two shifts; 1/shift)
2. Agreed to proceed to secure commitments to satisfy those requirements from the pool of previous volunteers and newly identified volunteers. Billie volunteered to make the contacts.
3. Agreed to rethink voter flow and determine the most efficient manner to minimize “pinch points” with sensitivity to outdoor cueing (February date is anticipated).
4. Todd and Billie are developing a “time & position” worksheet for efficient management of what probably will be an Election Team of 50-60 people.

B. Statutory Timeline: Discussed the need for a document to identify a sequential listing of “primary sensitive” dates and tasks. Identifying dates and associated actions in the near term is complicated by the absence of a NH Political Calendar (issued from the SoS Office) covering the Primary period. During the run-up to the 2012 primary, dates were identified in a separate document issued by the SoS. Decided to wait until the SoS issues a similar document for 2016. (Note: This calendar is normally issued in sufficient time; however, without a Primary date, this has not been completed)

C. Photo ID Requirements: Todd has received the camera, printer, and paper from SoS’s office to support the statutory requirement to “take ID photos” for attachment to the new CVA form (filed by voter without a photo ID).

IV. New Business:

A. SNHU Meeting – November 30.

- a. Todd has coordinated with Elizabeth Richards at SNHU to “make this meeting happen”. Todd has been proactive in order to better anticipate the impact of the SNHU students on Election Day. Further, since dorms are in both Hooksett and

HOOKSETT BOARD OF ELECTIONS...November 10, 2015
MINUTES

BOE Meeting Minutes
November 10, 2015
Page 2

Manchester, he requested specific dorms (by name) and town/city location which was supplied by Ms. Richards.

- b. Designed to inform students regarding registration and voting procedures.
- c. Attending will be Elizabeth Richards, Manchester City Clerk, ACLU representative Devon Chaffee, Mike, Todd, Sally (possible), Bryan (possible), and Don.
- d. Starts at 5 PM

- B. Ballot Clerk Training: Todd distributed SoS recommended training worksheet for Ballot Clerks and also indicated there exists an on-line training module for Ballot Clerks. He further discussed a new requirement for the Clerks – photo ID's presented from non-NH States must be recorded on the Checklist. No license detail, just the State abbreviation.

V. Future Meetings: None scheduled at this time.

VI. Adjournment: Declared adjourned at 6:55 PM.

Submitted November 12, 2015
Don Riley, Moderator