

HOOKSETT BOARD OF ELECTIONS...October 11, 2016
MINUTES

Attendance: Supervisors of Checklist, Mike Horne and Kim Daggett; Town Clerk, Todd Rainier, Deputy Town Clerk Billie Hebert; Moderator Pro Tempore Cindy Robertson (for Sep 13) and Moderator Don Riley. Supervisor of Checklist Bryan Williams excused.

I. Call to Order: Don Riley at 5:00 PM

II. Minutes: Minutes of August 11, 2016. **Motion by Mike, 2nd by Todd to approve as presented.** Minutes as presented unanimously approved.

III. Old Business: **A. Summary:** Don has reviewed the resulting checklist from Sep 13 and the information submitted to SoS's office. Results submitted (Return of Votes, Names on Checklist) may be the best in the last five years. Very accurate compared with checklist review – exceptional correlation to Moderator Worksheet's three of the four sections; the fourth section (dealing with checklist count) deviated about (1.1%) from the other three. Voter Check-In Tally /Tape correlation was exceptional at 0.15% (difference of 3 of 2031). Don congratulated the team on good results and thanked all for their efforts in his absence.

B. Review NH State Primary (Sep 13, 2016) "Lessons Learned"

1. Return to UND Station: Bryan produced an alpha listing of all UND voters with "REP" & "DEM" and voter signature line for voters to circle Party voted and signature for "Return to UND" status. This facilitated efforts at that station and provided an excellent source for information required for the Names on Checklist document submitted to SoS. We should continue this for Primary elections. However, at least five voters did not circle "Party" voted, a metric required by the SoS's office. Suggestion made to have the station volunteer be responsible for circling Party voted.
2. Wheel Chair availability can be improved – Todd is planning to have 4 available at the General Election in November.
3. Checklist books were not readily available to Checklist Count Teams at poll closing resulting in a delayed count team start.
4. Suggestion to place Ballot Clerk station designations on the floor to help voters "be in the right line".
5. Suggestion to use an "over print" on the backside of each checklist page to record REP, DEM, UND voting REP or DEM, etc. This is used by another town (Goffstown?) and provides uniform information and placement of that information.
6. Suggestion to initiate "Count Team" Training prior to any election. May initiate this practice for Nov 8 General Election.

C. Review Metrics – NH State Primary, Sep 13, 2016. Updated Metric Worksheet distributed to Board members. Following items of note.

1. Voters voting - machine tape total	2031
2. Tally voters – checklist count	2028. Accuracy = 99.9%
3. Ballots manually counted:	7
4. Absentee Ballots Processed	88
5. Election Day Registrations	25

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D. Electronic Poll Pad – Meeting. The SoS designated committee evaluating new technology for voter check-in / registration is meeting October 18, at 10 AM in LOB Room 308. Todd and Don planning to attend.

D. No Other Old Business.

IV. New Business:

A. Review Personnel Requirements for NH General Election, Nov 8, 2016

1. Billie presented a personnel plan, identifying requirements for more than 70 volunteers. Ten voter check-in stations with 2 shifts; five new registration stations; voter entrance proctors and a registration/voter ID pre-check station in the hallway. Board of Election supports this preliminary plan and Billie is to secure the volunteers.
2. Traffic Control: This is probably the weakest component of the Hooksett Election Process. Todd has initiated discussions with the HPD and additional meetings are planned. Additionally, DPW will be supplying sufficient lighting for the back parking lot at Cawley School so it can be safely used. Final plan for traffic control will be publicized for public familiarization prior to the Election.

B. Floor Layout: Plan is to maximize use of internal and external signage and floor layout similar to the 2012 General Election. Objective is to be very “user friendly”

C. Issues and Concerns – NH general Election

1. Internet at Cawley. Todd is coordinating with Cawley IT
2. Traffic control – see A-2 above.
3. SNHU impact. Todd is coordinating with Elizabeth Richards at SNHU. The University will be running 2 eight passenger vans continuously from 9 AM to 7 PM. Todd has also suggested that Elizabeth stress the importance of pre registering at the Town Hall.

D. Other New Business. Don is attending the Town Council meeting tomorrow evening to brief the Council on NH State Primary Election and encourage Council support for the General Election.

V. Future Meetings: None scheduled at this time.

VI. Adjournment: Declared adjourned at 5:50 PM.

Submitted: October 21, 2016
Don Riley, Moderator