

SUPERVISOR OF CHECKLIST (SoC) MINUTES
Hooksett Town Hall
Tuesday, September 2, 2014 at 7:00PM
Mandated Meeting prior to Primary

ATTENDANCE

Sally Humphries, Chairman, Bryan Williams, and Mike Horne. Bryan was welcomed to the SoC team, his term being effective July 1, 2014

APPROVAL OF MINUTES

Minutes of June 3, 2014. Motion Mike, seconded Sally, unanimously approved.

OLD BUSINESS

1. Assignments: Mike agreed to be Secretary, at least until the Chair assignment changes. Mike offered to research when Sally's term is up as Chair [Finding: Sally was elected as Chair for 2 years at the May 4, 2013 meeting]
2. Bryan agreed to do the 30-day letters to voters who are pending removal..
3. Update on 3rd laptop: Mike said he received a new one, replacing the old one he had as a trustee of the Cemetery Commission. He said he would notify the Town Administrator there should be a separate laptop for the SoC in the future when the same person isn't both a Supervisor and a cemetery trustee.
4. Organizing SoC files: Sally said she will get with the Town Clerk to pass him checklists required to be held for 7 years. Files in the file cabinet will be made for the paper copies of SoC meeting minutes (digital files are on the Town website).

NEW BUSINESS

1. Secretary duties: it was decided the Secretary will draft meeting minutes and have posted to web; coordinate to have a room reserved and meetings formally posted for SoC meeting; run updated checklists and have Town Clerk post them.
2. Discussed the process to send out notifications to municipalities outside NH when a voter registers in Hooksett.
3. Discussed the importance of "Return to Undeclared" table as voters exit the polls and the process to ensure it works OK.
4. Upcoming SoC mandated actions:
 - a. The corrected Checklist from this meeting must be posted no later than September 5, 2014. Mike will email it to Billie to replace copied in Town Hall and at the Library.
 - b. Mike will also run the Checklist for election day and have Billie print that, too.
 - c. Knowing the State Primary is the next official meeting with Election Day registrations and other changes (names, addresses), Mike said he would be sure to run an updated Checklist for the General Election to be posted by October 7, 2014 and have Billie (Assistant Town Clerk) post it
 - d. October 17th is the last day for a published notice of the Oct 25, 2014 mandatory SoC meeting. Sally is working that with Todd Rainier, Town Clerk.

VOTER REGISTRATIONS AND CHANGES TO CHECKLIST

1. Sally picked up many registrations and changes from the Town Clerk's office a few days prior and had not been able to enter them all into ElectioNet prior to the meeting. All requests were reviewed and approved at the meeting
49 new voters were added to Checklist

22 voters approved to be removed based on registering in another NH city/town.
Unable to approve a party change request until after the Primary
Removed 3 voters based on notices from other states they had registered to vote
Voters removed from the Checklist based on Div of Vital Records Administration
report.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Respectfully submitted,
Mike Horne - Secretary