

Approved

**SUPERVISOR OF CHECKLIST (SoC) MINUTES**  
**Hooksett Town Hall**  
**Friday, October 17, 2014 at 7:00PM**  
**Periodic Meeting**

**ATTENDANCE**

Sally Humphries, Chairman, Bryan Williams, and Mike Horne.

Guests: Don Riley, moderator; Todd Rainier, Town Clerk; Billie Hebert, Assistant Town Clerk.

**APPROVAL OF MINUTES**

None – Mike didn't have them completed yet for September 2, 2014.

**OLD BUSINESS**

1. Review of State Primary: 1809 voters with 73 Election Day registrants.
  - a. Bryan suggested to extend the rail from last Ballot Clerk to the SoC table for better control of voters. Agreed.
  - b. Checklist procedures: Bryan suggested the Town Clerk should take the Checklist books from the Polls and scan them the next day. Then the SoC can pick-up the Checklist books to scan in the votes and make noted address changes. Agreed.
  - c. Improvements to Undeclared status: There were a number of voters who completed a Return to Undeclared form who did not enter the Polls or do an Election Day registration as UND. Mike suggested two things: having an alpha checklist at the Return to UND table to check if voters are not on the Return to Undeclared lists; and the SoC controlling better the forms for Election Day registrations. Bryan Williams volunteered to make an alpha list for the Return to UND (vs. using the ElectionNet six district report). Agreed.

**NEW BUSINESS**

1. Budget requirements for Town Budget 2015/2016 submission
  - a. Discussed need to budget for more poll workers (ballot clerks, CVA assist, SoC support, etc.). Decided to request funding for 24 full-day positions, 15 of them for the SoC registration process to avoid the long lines experienced in 2012.
  - b. Don Riley's documented Election Process is a great tool for planning.
2. Upcoming SoC mandated actions:
  - a. Mandatory SoC mtg on Saturday, October 25, 2014, 11:00-11:30AM
  - b. Oct 31<sup>st</sup> – last day to post final corrected Checklist for the General Election.
  - c. General Election at Cawley School, November 4, 2014, 6:00AM-7:00PM
3. 30-Day Letters: Bryan printed 30-Day letters and will mail them 10/18/2014. Scheduled a SoC meeting on November 21, 2014 @ 7PM to act on returned letters.

**VOTER REGISTRATIONS AND CHANGES TO CHECKLIST**

58 voters on the Pending SoC approval. All were approved.

71 voters moved to other NH towns/cities and were approved for removal.

Voters were removed from the Checklist based on Div of Vital Records Administration report.

Voters were removed from the Checklist based on information provided by Department of State that voters moved out of State.

**ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

Respectfully submitted,  
Mike Horne -Secretary