

Official

SUPERVISOR OF CHECKLIST (SoC) MINUTES
Hooksett Town Hall, Council Chambers
Friday, November 21, 2014 at 7:00PM

ATTENDANCE

Sally Humphries, Chairman, Mike Horne and Bryan Williams.

APPROVAL OF MINUTES

Minutes of September 2, 2014 were approved. Minutes of October 25, 2014 were approved; Minutes for November 4, 2014 were approved as edited.

OLD BUSINESS

Clipboards for voters to start completing registration forms when line backs up: Discussed borrowing clipboards for each large election but decided to ask the Town Clerk to purchase and add 12 to the Polls support box. Also will ask for an extension cord with power strip added to get power to SoC tables .

NEW BUSINESS

1. Removal of voters who were sent a 30-day letter: All but 3 of the 48 letters sent 30 days ago came back indicating voters are no longer domiciled in Hooksett. Agreed to remove these voters on December 20, 2014 when checklist changes can be made.
2. Consistent entry of data fields for suffixes and units: Bryan explained the need for consistency to efficiently sort addresses in performing checklist scrubs. It was agreed to use # then numeric of unit (no space between). And use the suffix field for A and B (etc.).
3. Deadlines for data entry from Nov 4th per HAVA:
 - a. CVA forms from 11/4/2014: Sally will check with the Town Clerk to see if he has the forms and get them so SoC can double check that each one was checked off on the Checklist and that field was correctly entered into ElectioNet.
 - b. Absentee ballot info to be scanned into ElectioNet: It was decided that other than scanning in at the vote was made by an absentee ballot, the Supervisors do not have a responsibility or information that can be scanned in. It must be a Town Clerk task.
 - c. Domicile Affidavits: The ElectioNet sign-in screen says "New voter registrations - Check box for Domicile Affidavit if applicable." Supervisors said the registration forms should be checked to make sure that happened. However, attempts to enter that information does not update the filed in the voter's summary (example voter 149009372). Mike will contact HAVA to find out why the input doesn't take and how to properly enter that information.

VOTER REGISTRATIONS AND CHANGES TO CHECKLIST

No voters were added or deleted from the Checklist, other than Election Day registrations. No new registrations can be added until after December 19th per HAVA.

SCANNING IN NOV 4 ELECTION DAY VOTES

Half of the Checklists have been scanned. The remaining votes should be scanned in by next week. Sally will schedule a session or two to perform quality assurance of accuracy of scanning.

ADJOURNMENT

The meeting adjourned at 8:08PM.

Respectfully submitted,
Mike Horne -Secretary