

1 **BOARD OF ELECTION AND VOTING MINUTES – AUGUST 17, 2020**

2 Attendance: Supervisors of the Checklist – Barbara Brennan, Kim Daggett, Javier
3 Olivarez; Deputy Town Clerk Billie Hebert; Town Clerk Todd Rainier; Guests Don
4 Riley and Cindy Robertson

5 Todd Rainier called the meeting to order at 5:30pm

6 Barb Brennan motioned, Billie Hebert second. Motion passed.

7 Todd Rainier read the letter of resignation from Marc Miville as Town Moderator
8 (attached).

9 Todd Rainier introduced Cindy Roberston and Don Riley, both having served
10 previously as Town Moderator. Informed Supervisors of the Checklist that they
11 have responsibility granted by RSA 40:3 to appoint to fill the vacancy until the
12 next town election.

13 Barb Brennan motioned to appoint Cindy Robertson as Town Moderator, with a
14 term ending June 30, 2021. Kim Daggett seconded. SoC voted unanimously to
15 appoint Cindy Robertson.

16 Cindy stated that she would work with Don Riley as an appointed assistant
17 through the fall elections. Both expressed a willingness to serve and a
18 commitment to the elections process.

19 Billie Hebert will not be available on either election day due to preexisting
20 conditions. She will be missed!

21 Billie Hebert reported 566 absentee ballots requested for the September primary
22 to date, with around 30 additional new requests each day.

23 Barb recommended blue/pink paper for RET to UND

24 Todd introduced two explanatory documents (attached) to serve as a guide for
25 election day procedure. Todd noted that documents are first draft and likely to be
26 revised as guidance from State officials is received.

27 Discussion regarding election day procedures for all.

28 Todd stated that ballot clerks would be scheduled in three shifts instead of two.
29 This will allow clerks to stay fresh and alert and breaks will be provided, but no
30 food. Democratic party has provided a list of appointed inspectors. Todd is
31 contacting those appointed to schedule training. More training dates will be held
32 to support smaller groups and allow more focus to those attending. Much to train
33 with safety and a complex election (primary)

34 Todd requested Supervisors of the Checklist proposed need for additional election
35 day help. Barb will contact Mike Horne and get back to Todd by Friday, August
36 21st with staffing needs.

37 Todd reported that Accuvote memory cards have arrived, which means ballots are
38 coming soon. Ballot count and Accuvote tabulator test to be held Monday, August
39 24th, at 5:00 pm in Council Chambers.

40 Todd reported that NH Legislature has passed a law allowing pre-processing of
41 absentee ballots in the days leading up to the election for fall 2020 only. Law
42 allows Moderator and three election officials to open outer envelope, announce
43 voter name, and examine affidavit envelope for signature. Process will save time
44 on election day. Cindy proposed continuing with plans to perform the pre-
45 processing on Monday, September 7th (Labor Day), beginning at 9:00 am in
46 Council Chambers. Billie and Todd will be present. Todd to contact and schedule
47 Councilors to participate and to remind them of their role on election days.

48 Todd has requested two police officers for election day. One inside and one
49 outside.

50 Barb motioned to adjourn. Billie seconded. Meeting adjourned at 7:30 pm

51 (attachments below)

52 **POLL WORKER PROCEDURE FOR SEPTEMBER 8, 2020 PRIMARY**

53

- 54 - All workers will be required to complete a health screening before
55 entering the school for their shift. A team member will be
56 assigned as screener. If any of the answers on the health screen
57 form are “YES”, or the workers’ temperature is above 100.0
58 degrees, that worker MAY NOT enter the school.
- 59 - Please arrive at least 15 minutes before your scheduled shift for
60 this process.
- 61 - All workers, including ALL election officials, are REQUIRED to wear
62 masks the entire time they are inside the school.
- 63 - Masks and PPE will be assigned as needed, dependent upon the
64 poll worker duties. Some assigned gear will be needed for both
65 elections and must be maintained by the poll worker for use at
66 the November 3 election.
- 67 - All workers will be asked to bring their own lunch/snacks and
68 proper storage (cooler) for same. A secure location for
69 coolers/bags will be provided.
- 70 - Staffing is being coordinated to facilitate frequent breaks. All
71 workers are asked to take their break OUTSIDE the building, per
72 Dr. Chan’s recommendation. This practice will encourage breaks
73 in fresh air, where masks may be removed. Outside area(s) will be
74 designated for breaks.
- 75 - If a mask is to be removed, wearer must sanitize hands before
76 removal and after replacement of mask.
- 77 - Hand-washing is encouraged at all breaks, if not more frequently.
- 78 - Hand-sanitizer will be readily available to all election workers.
- 79 - Hello everyone,
- 80 - This message serves as an official notice of my resignation of the Hooksett Town Moderator
81 position, to be effective immediately Friday August 14, 2020.

- 82 - I enjoyed this position very much, to be a direct link to the taxpaying citizen voters, which I feel
83 is somewhat lacking In town government. I have experienced tremendous but unnecessary
84 hardships and challenges over the years of my volunteer service to Hooksett, that directly
85 impacted my interactions, which also in turn challenged my personal integrity — subservient to
86 the individual personal interests and agendas of others. Many in Town service have regrettably
87 forgotten for whom they serve.
- 88 - These recent events this year have resulted in my introspection of why I am actually serving in
89 this position, that nobody else in town wished to perform, an thereby my willingness to serve as a
90 favor to the town.
- 91 - I have realized that the manner in which I have been wrongly treated, resulting in my extra
92 personal expense, as well as being rudely and unprofessionally treated, that this position is no
93 longer worth the personal effort, increase in stress in my personal and town-related life, and
94 financial burden resulting in town expense incurred, has taken a toll on my health, my phyche,
95 and my faith in town service as I know that it should be, and what was once the case before years
96 ago.
- 97 - This Moderator position is not what I desire to perform any longer, and hope my integrity is
98 still preserved intact by this decision.
- 99 - In closing, I have done nothing wrong or illegal, but must endure the drama and disrespectful
100 whims and slings that is know as town politics...
- 101 - I yield to those who think they know better...
- 102 - Regards,
- 103 - Marc Miville

104 **SEPTEMBER 8, 2020 ELECTION PROCEDURES**

105

- 106 - Representatives from Hooksett Fire will be present outside the main
107 voter entrance to monitor mask wearing, issue masks to those in need,
108 and apply hand-sanitizer to all before entering school.
- 109 - Voters will not be allowed admittance to the school if refusing to wear a
110 mask, per school policy. An election official will work with voter to
111 facilitate absentee ballot process.
- 112 - Painters tape will be utilized to clearly mark distances of at least six feet
113 in the hallway and gymnasium queueing areas.

- 114 - Five ballot clerk stations will be utilized.
- 115 - Each ballot clerk will have a substantial Plexiglas “sneeze guard” on the
- 116 table placed between them and voters.
- 117 - The usual exchange will occur between the ballot clerk and voter for
- 118 identification. Recommended distancing of six feet applies to all
- 119 interactions. Should the ballot clerk request the voter pull down their
- 120 mask for identification, distancing should remain in place. Guidance
- 121 from the State indicates handling of the voters Photo I.D. by poll
- 122 workers should be unnecessary.
- 123 - Challenged Voter Affidavit station (instant photograph) will follow all
- 124 sanitization and mask protocol.
- 125 - If voter is hard of hearing and reads lips to communicate, the ballot clerk
- 126 may remove their mask. Sanitizing of hands before removal and before
- 127 replacement of mask required.
- 128 - Unregistered voters will be directed to Supervisors of the Checklist,
- 129 located on the far side of the gymnasium.
- 130 - SoC will have ample space and tables to observe six foot distancing.
- 131 Appropriate supply of tabletop Plexiglas “sneeze guards” will be
- 132 provided to SoC area.
- 133 - After making appropriate notations in checklist, ballot clerk shall provide
- 134 ballot, pen, and ballot sleeve/privacy folder to voter. If voter is UND, a
- 135 RET to UND form will be provided by ballot clerk. Ballot clerk must
- 136 provide description of materials presented.
- 137 - Voter proceeds to available vacant voting booth/table with privacy
- 138 screen to place ballot onto ballot sleeve to mark ballot.
- 139 - Upon completion, voter will proceed to ballot box, place ballot into
- 140 Accuvote tabulator, place RET to UND form in appropriate box, dispose
- 141 of pen and ballot sleeve/privacy envelope in refuse receptacle located
- 142 adjacent to ballot box.
- 143 - Hand sanitizer will be offered to voters at the exit.
- 144 - State has supplied reminder signage encouraging social distancing.
- 145 Signage printed on paper or plastic and will be placed throughout, from
- 146 entrance to polling area.

Please see subsequent meeting minutes for any amendments to these minutes.