

Town of Atkinson
Supervisors of the Checklist
Meeting Minutes

Date/Time: Saturday, March 4, 2023 from 11:00 am to 12:50 pm

Location: Atkinson Community Center, 4 Main Street, Atkinson, NH

Supervisors Present: Leslie Barbera and Catherine Zerba

1. Processed 0 - walk in voters
2. Leslie distributed a Meeting Agenda.
3. Catherine Zerba distributed 1/26/2023 draft Meeting Minutes for approval. Leslie made a motion, Catherine seconded it and the minutes were approved.
4. Verify and approve system entries/Election Net changes;
 - 1—voter moved out of town. The 1 voter was verified on the printed spreadsheet. Leslie made a motion and Catherine seconded it, and the changes were unanimously approved.
 - 20 – voters pending supervisors’ approval. The 45 voters were verified on the printed spreadsheet. Leslie made a motion and Catherine seconded it, and the pending voter changes were unanimously approved.
 - 36 - pending removal voters (3- deceased and 33 -30 day letter pending removals). The 3 and 33 voters were verified on the printed spreadsheet. Leslie made a motion and Catherine seconded it, and the changes were unanimously approved.
5. ·ALPHA LIST - 5,584 Atkinson Voters are now in the system per the Alpha List (2282 Republican, 1270 Democrat and 2032 undeclared) . Catherine & Leslie Signed the Alpha Voter Certification Page and Leslie will drop off at Town Hall.
6. Property Transfers – there were 2 presented and discussed. 1st- Last name Delaney which was determined to be an in-town move from 19 Island Pond Rd to 7 Longview, so no 30 days notice was sent. 2nd- Estate of Daniel T Fitzgerald at 65 Sawyer- his name was not found in election net so no action was taken on this transfer either)
7. Discussed new Supervisor related RSAs that have gone into effect starting 2023 (CVA provisional allots, – Supervisors to watch videos and/or read attachment’s emailed to us from the State prior to March 14th election.
8. March 14th Election Preparation
 - a. All:
 - i. March 13th at 6pm Set up tables, ballot clerk training
 - ii. March 13th at 7pm: Ballot Clerk Training
 - iii. March 14th all day coverage – Catherine and Leslie plan to be there all day (estimated 6:30 am to 9:30pm)
 - b. Catherine:
 - i. All staffing and shift communication
 - ii. Send a copy of the ballot clerk instructions to all ballot clerks prior to training day.
 - iii. Ballot Clerks to be entered into ElectionNet (Leslie to do, Catherine to email Leslie list)
 - iv. Determine if any Ballot Clerk Oaths need to be taken (Leslie to do)
 - v. Print volunteer sign-in sheets (Catherine)
 - vi. Print two copies of one-page schedule summary (a copy of the schedule for our files and one for Town Clerk – Catherine)
 - c. Karen:
 - i. Print the checklist and 2 Alpha List copies
 - ii. Print all documents for Election Day Supervisor needs
 - iii. Prepare name badges (from Catherine’s staffing list)
 - d. Leslie:
 - i. Shop for snacks and drinks
 - ii. inventory VRCs and affidavits and print needed copies
 - iii. Get the latest copy of the absentee voter report (highlight the checklist)- will do 3/13 evening

9. General Admin:

- a. Add next meeting date (April 29th) to ElectionNet
- b. Complete pay sheets for submission, if necessary
- c. Monthly checklist Process/storage plus ramped up pre-election schedule
- d. Next meeting: have Karen update us on process/schedule for out of state notifications
- e. Budget: Update Karen on hours and expenditures from Jan 1st
- f. Responsibility List: continue to review and assign tasks
- g. Shared e-mail account: determine process for archiving/deleting

10. Upcoming Dates:

- March 10th Last day to post final corrected checklist for Town Election
- March 6-10: select a day for a ballot pre-count
- March 13th Town Election prep - Polling place setup (6pm) & Ballot Clerk training (7pm)
- March 14th Town Election (7am-8pm)
- Next Supervisors Meeting - April 29th at 11 am (Leslie to post at Town Hall, Catherine to post at Library & Post Office. Posted at Community Center on 3/4/23. Catherine to notify CTN and Julianna/Town Hall for town website)
- June (date/time TBD) meeting to clear 30-day letters
- FYI- Next Election: February 6, 2024: Presidential Primary

11. Next Meeting: April 29, 2023 at 11am (Catherine & Karen? to be present)

12. Leslie made a motion and Catherine seconded it, and all in favor to adjourn meeting at 12:50 pm

Minutes respectfully submitted,

Catherine Zerba