

**Town of Atkinson**  
**Supervisors of the Checklist**  
**Meeting Minutes \*approved w/ corrections on 6/12/2023\***

Date/Time: **Saturday, April 29, 2023 from 11:00 am to 12:15 pm**

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

Supervisors Present: Leslie Barbera (by phone), Karen Trasatti and Catherine Zerba

1. Processed 0 - walk in voters
2. Leslie distributed /emailed a Meeting Agenda.
3. Catherine Zerba distributed March 4, 2023 draft Meeting Minutes for approval. Leslie made a motion; Catherine seconded it and the minutes were unanimously 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. Karen made a motion and Catherine seconded it, and the changes were approved.
  - 19 – voters pending supervisors’ approval. The 19 voters were verified on the printed spreadsheet/PDF. Karen made a motion and Catherine seconded it, and the pending voter changes were approved.
  - 3 - pending removal voters (3- deceased). The 3 and voters were verified on the printed/PDF spreadsheet. Karen made a motion and Catherine seconded it, and the changes were unanimously approved.
5. -ALPHA LIST - 5,611 Atkinson Voters are now in the system per the Alpha List ( 2283 Republican, 1277 Democrat and 2051 undeclared) . Catherine & Karen signed the Alpha Voter Certification Page and Karen will drop off at Town Hall and will coordinate/email to ask Julianna to print 2 copies of the check list and get her the voter certification page .
6. GENERAL ADMIN/POST ELECTION TASKS-
  - a)Next Meeting -June 12<sup>th</sup> – 7pm to 7:30 - Catherine to post in CTN, and around town flyers, and email Julianna a copy & reserve room with Noriko. Karen posted the meeting in election net.
  - b)Complete pay sheets – Karen and Leslie to complete
  - c) Address & Name changes after election- Karen & Catherine checked in Election Net (Alessio &Belcher-MacCavoy are name changes and addresses are Erika Broadhurst, David Michael Clemens & Jefferson Davis, Jr)
  - d)CVA verification- Karen and Catherine double checked books there are no CVA’s
  - e)Checklist to be filed with Town Hall/ Julianna and Karen will forward the Alpha Certification Page
  - f) Out- of -state verifications- **Karen provided update from HAVA. once out-of-state voter registration info is entered into ElectionNet, the state will take care of notifying the previous state.**
  - g)High School Registrations- We discussed whether to have a session w/ seniors at the High School, Leslie will contact Patti Mangini to tell her we would participate with the other towns.
7. OTHER- Karen and Catherine to get code to get into Town Hall from Town Administrator & get Kisi App for e-key access to Community Center
8. Next Meeting: June **12, 2023 at 7pm** (All plan to be present) Meeting Notice- Catherine to email to Karen, and post around town, see 6a) above.
9. Karen made a motion and Catherine seconded it, and all in favor to adjourn meeting at 12:15 pm

Minutes respectfully submitted,

Catherine Zerba

post meeting note: Karen and Catherine pulled the 1-voter and 3-deceased voters registration cards and stamped and filed them as removed. And they filed the 19 newly approved voters’ cards.

