

**Town of Atkinson**  
**Supervisors of the Checklist**  
**Meeting Minutes (APPROVED on 10/3/2023)**

Date/Time: Tuesday, September 12, 2023 from 7:00 pm to 10:05 pm

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

Supervisors Present: Leslie Barbera, Karen Trasatti and Catherine Zerba - and Kristin Diamond

1. Processed 4 - walk in voters (Kathleen Donahue, Caryn Incollingo, Erin Miller & Erica Nunan)
2. Leslie distributed an/emailed an agenda.
3. Catherine distributed the June 12, 2023 draft meeting minutes for approval. Leslie made a motion and Karen seconded it, and the minutes were unanimously approved.
4. Reviewed Death List from Town Clerk's office. Verified and added 1- name (Blood) to removal list in ElectioNet.
5. Verify and approve system entries/ElectionNet changes;  
27 – voters pending supervisors' removal. Leslie made a motion and Karen seconded it, and the changes were unanimously approved.  
-4—voters moved out of town. Leslie made a motion and Catherine seconded it, and the changes were unanimously approved.  
-43 – voters pending supervisors' approval. Leslie made a motion and Karen seconded it, and the changes were unanimously approved.
6. Process 30-day Letters – 8 voters to receive letters. Karen will enter them into ElectionNet . Note: Goal is to process 30 day letters before each election.
7. ALPHA LIST - 5,632 Atkinson Voters are now in the system per the Alpha List ( 2,268 Republican, 1,273 Democrat and 2,091 undeclared) . Leslie, Catherine and 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.
8. General Admin- Upcoming dates:
  - TBD- Presidential Primary
  - 2/3/2024 – Deliberative Session
  - 3/12/24- Town Election
  - 9/10/2024 – State Primary
  - 11/5/2024 – General Election
9. General Admin- Leslie reviewed Proposed 2024 meeting dates:
  - 1/6/2024 -Primary checklist
  - 1/23/2024 - Town election filing, 30 day start
  - 3/2/2024 - Town election checklist, 30 day end
  - 4/23/2024 - State Mandated Meeting
  - 6/1/2024 - Primary filing meeting, 30 day start
  - 8/27/2024 - Primary checklist, 30 day end
  - 9/24/2024 - General election, 30 day start
  - 11/2/2024 - Presidential, 30 day end
10. Admin Update- Adele has officially resigned. Leslie will send an email to Leslie, John Apple, the bookkeeper, and the state to take her off the system.
11. National Change of Address (NCOA) Matched Records Report dated June\_2023- We reviewed the 204-person list and agreed that 178 are to be removed. Atkinson PO boxes or in town moves and Lewis to remain.
12. Next Meeting: Meeting date to be set 90 days prior to 2024 Presidential Primary, no meeting date set as of yet. Upon meeting confirmation, Catherine to reserve room, notify Julianna, CTN and post flyers around town. Karen to post meeting in Election Net.
13. Leslie made a motion and Catherine seconded it, and all in favor to adjourn meeting at 10:05 pm

Minutes respectfully submitted, Catherine Zerba

