



ELECTIONS BULLETIN

To: Town and City Clerks
From: Kathy DeWolfe

Re: STATEWIDE CHECKLIST—Important Update

Date: November 30, 2005

Our IT staff, especially Joe LeClair, has been working with a consultant to improve the speed, features, and ease of data entry for the HAVA statewide checklist.

In order to move all the data into the new REVISED HAVA STATEWIDE CHECKLIST on new and faster hardware, we need to take the entire system down so it will be unavailable to the clerks.

YOU WILL NOT BE ABLE TO USE THE STATEWIDE CHECKLIST FROM FRIDAY, DECEMBER 2ND until THURSDAY, DECEMBER 8TH.

We understand that this may be inconvenient for some clerks, but it is the only way that the new improved version can be filled with data and uploaded for your use.

I have seen a “beta” version of the new application. It reduces the “query” or loading time from over 9 minutes to approximately 1 minute. The Add a Voter and Edit a Voter pages will look basically the same, but you will click on “Manage a Voter” from the main menu to get to the pages.

The notification to remove voters because he or she has registered in another Vermont town will now appear on the screen after you log on with a button to remove all or to remove individual voters to archives (if you are unsure if it is a match). This will make it simpler to remove voters as you will not have to go into the individual voters edit page unless you want to confirm information.

There will be a similar “notice” message once a month with a list of “persons who have had death certificates filed” with the Dept of Health on the screen after you log on with a button to click to remove these voters to archives.

The new version will also include the ability to print an Entrance Checklist Report and the ability to print mailing labels. Additional reports will be developed for your use but these are the two basic reports that are needed to meet the federal requirements for the statewide checklist.

There will also be Absentee Early Ballot Management Forms in the new version.

We will provide an updated “Guide” to use of the application before the end of December. We will also offer additional trainings in 2006 for clerks who feel they need more guidance.

Office of the VT Secretary of State – Elections Division
Phone: (802) 828-2464 or Toll-Free (800) 439-VOTE
Fax: (802) 828-5171 On the web: www.sec.state.vt.us

Kathy DeWolfe, Director of Elections and Campaign Finance 828-2304 (kdewolfe@sec.state.vt.us)
Melanie Hodge, Elections Administrator 828-0175 (mjacobs@sec.state.vt.us)
David Crossman, Elections Administrator 828-0771 (dcrossman@sec.state.vt.us)