



# ELECTIONS BULLETIN

To: Town Clerks  
From: Kathy DeWolfe  
Date: December 14, 2004  
Re: Update on Elections and Update on Development of Statewide Checklist

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## **Feedback on November 2, 2004 General Election**

CONGRATULATIONS and THANK YOU TO ALL CLERKS AND ELECTION OFFICIALS. Your dedication, cooperative spirit, and willingness to go the extra mile made the 2004 general election go exceptionally smoothly—in spite of a number of new HAVA-required procedures.

- Provisional balloting went very smoothly in Vermont. There were 101 provisional ballots cast with 37 counted and 64 that were not counted. In most situations, the voters whose ballots were counted could have been given the sworn affidavit and voted a regular ballot. We can review that in our future trainings. The good news is that the availability of a “provisional ballot” did help clerks and election officials diffuse the anger of some irrational folks at the polling place.
- **THANK YOU ALL for using the Pre-Paid Express Mail Envelopes.** This is the first election that we have received all of the Official Return of Vote forms in a timely manner.
- Congratulations and a special thanks to the 26 clerks in the Regional Technical Center District. Your cooperation and attention to detail allowed this District to successfully commingle and count over 84,000 ballots in a central location.

**Special Note to Representative District Clerks:** Some representative district clerks still do not understand the additional responsibilities that come with this position. PLEASE read the memos that we send and complete the canvassing reports on or before the statutory deadlines.

## **Time to Apply for Polling Place Accessibility Grants**

Please read the enclosed memo announcing the availability of the next round of funding for grants to make polling places accessible to persons with disabilities. Linda Hall, 802-828-0586, [lhall@sec.state.vt.us](mailto:lhall@sec.state.vt.us) is the contact person for questions about how to submit the correct information.

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](http://www.sec.state.vt.us)

Kathy DeWolfe, Director of Elections and Campaign Finance 828-2304 ([kdewolfe@sec.state.vt.us](mailto:kdewolfe@sec.state.vt.us))

Melanie Jacobs, Elections Administrator 828-0175 ([mjacobs@sec.state.vt.us](mailto:mjacobs@sec.state.vt.us))

David Crossman, Elections Administrator 828-0771 ([dcrossman@sec.state.vt.us](mailto:dcrossman@sec.state.vt.us))

## **Development of Statewide Checklist**

HAVA requires us to have the statewide checklist in place by January 1, 2006 -- in 13 months. Our IT staff continues to develop the database and receive feedback from our volunteer clerks. We will begin asking for electronic copies of town checklists in January or early February to begin the data conversion from your checklist to the statewide database.

We will contact clerks as we are ready to convert your data to have you send us a disk and to schedule a training session for a small group of clerks and assistant clerks as soon as we have converted the data for your town. We will be starting with clerks who have indicated that they are comfortable using computers and also trying to group folks geographically where possible.

### **All town clerks will need to have access to the internet in order to use the statewide checklist.**

We will be sending a memo directly to Selectboards later this month so that the boards will be advised that clerks must have internet access and establish an email account not later than July 1, 2005. If your town has less than 500 on the checklist, you may choose to use an internet connection at home, at your library, at a local school, or at a clerk's office in a larger town near you. You may have a high school student or retired citizen who has computer skills and internet access who would be willing to help you as a volunteer. **In any event, every town clerk must be able to check email for messages at least one time per week and be able, if applications are received, to add, remove, or make changes to your checklist at least one time per week.**

For larger towns (over 500 on the checklist), I believe it would be difficult to handle your work on the checklist without an internet connection in your office—unless you have a connection at home that you don't mind using for town business. If you need assistance in approaching your selectboard with a request for access, please contact me.

## **Voting Booths and Ballot Bag Update**

The second shipment of voting booths will be delivered either this month or in early January. The weather will play a factor in determining the schedule. I will be contacting clerks to let you know where you can pick up your voting booth as soon as we have a date certain for delivery.

We are still evaluating various ballot bag styles to try to select one that will be the easiest to use, transport and store. We expect to order bags for all towns to be delivered in the spring/summer of 2005.