



ELECTIONS BULLETIN

To: Town and City Clerks

From: Kathy DeWolfe

Re: Updates for HAVA and the 2006 Elections – READ ENTIRE MEMO for important info!!

Date: February 6, 2006

Statewide Checklist

The basic requirements for the statewide checklist are in place and we are now working to eliminate bugs as they are discovered, fine tune forms, add features, and add reports. This will be a continuing process. We hope to add a second format of the Entrance Checklist Report with at least 50 voters per page (and showing Districts) to the view/print reports selections by early next week.

At View/Print Reports, each clerk can now select “Export to Excel” to receive your Entrance Checklist information in an excel file by emailing it to yourself. You can select “Voter Data Export” (instead of the Entrance Checklist) to obtain an Excel file of almost all of the data that you have entered (Use this file to sort lists by zip code, etc).

We know that some clerks are more experienced with Excel than some others. We will allow any Clerk or your Assistant(s) to attend training by Vermont software training companies and to pay for these workshops using some of the HAVA grant that each municipality will be able to apply to receive. (See below).

Checklist Advisory Committee: We are reconstituting a working group to give us feedback and assist us as we refine the statewide checklist. The following clerks (and assistants) have volunteered: Cassandra Barbeau (Bennington), Annette Cappy and Jane Fletcher (Brattleboro), Missy Ross (Hinesburg), Jessica Alexander (Jericho), Bobbi Brimblecombe (Marshfield), Ann Webster (Middlebury), John Cushing (Milton), Donna Kinville (South Burlington), Alison Kaiser (Stowe), Carla Lawrence (Waterbury), Deb Beckett (Williston).

We will run report design and other modifications by this group (frequently by email) and meet periodically to seek feedback regarding additional features and setting priorities for adding features.

If you did not send us an email expressing interest, and you want to be included in this group, please email kdewolfe@sec.state.vt.us.

Recalcitrant Users/ or should I say “Non-Users” of the Statewide Checklist?

As of last week, there were close to 90 clerks who have not yet logged on to the statewide checklist. Although you can continue to maintain double entry on your local checklist because you prefer to run your reports off your old system, **federal law requires that each municipal clerk MUST expeditiously (that means “as soon as possible after receipt of an application”) ADD, EDIT, NOTIFY OTHER VT CLERK OR OTHER STATES TO REMOVE applicants to the statewide checklist. You also must Challenge and Purge voters on the statewide checklist.** The primary purpose of the requirement for a statewide checklist is to ensure that duplicate voters are removed and that folks are only registered to vote in one jurisdiction. The only way to accomplish this is to ADD voters and notify other VT Clerks and other

Office of the VT Secretary of State – Elections Division

Phone: Toll-Free (800) 439-VOTE (800-439-8683 between 8:00 and 4:30)

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

Melanie Hodge, Elections Administrator 828-0175 (mhodge@sec.state.vt.us)

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

Fax: (802) 828-5171 -- On the web: www.sec.state.vt.us

states as soon as possible after receipt of the voter registration applications. If you need assistance with the log-in process, please email Melanie at mhodge@sec.state.vt.us and she will assist you. We may be able recommend a clerk “mentor” in your area who can assist you. (Priscilla Aldrich, Burke, has already provided this type of assistance.) If you would be willing to “mentor” clerks in your area who are having difficulty logging on or using the statewide checklist please send an email to mhodge@sec.state.vt.us.

If you do double entry (that means that you add all your new voters, you edit voters, you challenge, and you purge voters (death notices, notice to remove, response to challenge letters) on the HAVA statewide checklist and you also do all these changes to keep up your old system), it is permissible for you to print your checklist or reports off your old system. HOWEVER, YOU MUST ALSO DO ALL ADDS, EDITS, CHALLENGES, AND PURGES ON THE HAVA STATEWIDE CHECKLIST.

If you have not yet logged on to the statewide system, we know that you are NOT doing the Adds, Edits, Challenges and Purges online because almost all towns, even the very small ones will have received at least one application to the checklist since your data was imported.

Every Clerk must log on and do adds and edits prior to the March 7, 2006 Town Meeting. If you encounter any problems email or call mhodge@sec.state.vt.us.

Spring 2006 HAVA GRANTS TO MUNICIPALITIES (for computers, printers, training to improve the administration of federal elections.)

Because Vermont’s 246 municipalities have extremely varied resources and needs we have decided to allow you to determine what help you most need. Therefore we will be making a grant available to each municipality upon completion and submission of a fairly simple grant application. For 2006, each municipality with up to 2,500 voters on your checklist can request up to \$3,000 to be used to purchase a desktop computer, or a laptop computer, or a printer, or Excel Training Class(es) for the clerk and/or assistant clerks (to learn to produce your own style of Entrance Checklist), or installation of a telephone line for the telephone voting system (we will send each municipality a telephone in July) or any other purchase that you can demonstrate will be used to improve the administration of federal elections in your municipality. If you have questions about a proposed use of the funds, email kdewolfe@sec.state.vt.us.

The details of the grant and the paperwork will be sent to each clerk in April/May to be returned to the Elections Division within 30 days. Your town or city will be considered a sub-recipient of the HAVA federal grant to the State of Vermont and will be required to maintain records (including receipts) documenting use of the grant funds and also to file a report with us detailing use of the funds. The paperwork will not be overly complicated.

Larger cities or towns can submit a special request to kdewolfe@sec.state.vt.us to explain what additional needs you have that may require a larger grant.

Please don’t call or email asking me for additional details at this time. We wanted to give early notice that up to \$3,000 will be made available to each town, but we do not have the details in place yet.

Voting Booths

A shipment of 125 of the 420 voting booths ordered will arrive toward the end of February. A few clerks have contacted us to tell us that the booths are desperately needed for town meeting. If you desperately need the voting booths you ordered please email mhodge@sec.state.vt.us immediately. We will try to arrange 5 to 8 drop off points around the state taking into consideration the location of the clerks with the greatest needs.

The remainder of the voting booths will arrive in late June or July.