



ELECTIONS BULLETIN

To: All Town Clerks
From: Kathy DeWolfe

Re: Statewide Voter Registration Checklist Update
New Applications to the Checklist
Accessible Voting Booths—LAST CALL
2005-2006 Election Calendar
HHS Grants to improve accessibility for persons with disabilities at polling places

Date: August 31, 2005

STATEWIDE Voter Registration CHECKLIST UPDATE

1. If you have not already attended a training session on use of the statewide, you must attend one of the remaining training sessions—This is mandatory, not optional, training:

Sept 1 1:30 at Johnson Town Offices, for Lamoille County
Sept 8 1:30 at Derby Town Offices, for Essex and Orleans County
Sept 15 1:30 at Montpelier City Hall for Washington County
Sept 29 1:30 at St. Johnsbury Town Office for Caledonia County
Oct 6 1:30 at Randolph Town Office for Orange County

2. If you have a special election in your town prior to January 1, 2006, you will need to administer your election using your old/existing local checklist application.

3. We are continuing to develop the absentee ballot and address tracking forms as well as the checklist and report forms for the statewide checklist. We will update the user manual and screen prints and mail revised copies to all users once that work is completed.

4. Once you start using the statewide checklist application, you must have a VT driver's license number (or Personal ID #) issued from DMV in order to data enter the voter. If the applicant does not have a DMV-issued ID #, then you must enter the last 4 digits of the applicant's Social Security Number (SSN). The number entered must then be verified before the person is put on the Active Checklist. Joe LeClair is optimistic that we will have updated DMV files for you to use to verify DMV ID#'s by the end of this week or the first week in September.

THANK YOU ALL FOR YOUR VERY POSITIVE COOPERATION IN THIS PROJECT.

New Applications to the Checklist (Voter Registration Forms)

We are having new Applications to the Checklist printed that contain a place for HAVA-required information including VT DMV Driver's License or Personal I.D. #'s. We will be having the printer send at least one packet (100 applications) to each town and more to larger towns toward the end of September. Please discard and do not distribute the old forms after you receive the new forms. If you need additional packets, please email David Crossman at dcrossman@sec.state.vt.us.

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 Jacobs, Elections Administrator 828-0175 ([mjacobson@sec.state.vt.us](mailto:mjacobs@sec.state.vt.us))
David Crossman, Elections Administrator 828-0771 (dcrossman@sec.state.vt.us)

VOTING BOOTHS – LAST CALL

We now have received requests from a total of 161 municipalities for accessible voting booths. These are sturdy, easy-to handle, four-voting-position booths that provide two standing height and two desk height writing surfaces. If you are one of the 85 towns that has not yet made a request, we urge you to consider ordering at least one voting booth to serve handicapped and elderly voters in your town. We must receive your request to mjacobs@sec.state.vt.us by FRIDAY, September 16 to include you in our order. The booths will be manufactured this winter and delivered next spring.

This is the last opportunity to receive accessible voting booths at NO COST to your town.

2005-2006 ELECTION CALENDAR

One copy of the 2006 Election Calendar is enclosed. You may make as many copies of this as possible. This is also available from our website. Please put in a notebook for easy reference.

REQUEST FOR PROPOSALS FOR THE THIRD AND FINAL ROUND OF HHS GRANTS TO MUNICIPALITIES TO IMPROVE ACCESSIBILITY FOR PERSONS WITH DISABILITIES

A number of Vermont towns have already requested and received a grant of up to \$5,000 to improve accessibility for persons with disabilities outside and inside polling places in Vermont.

The third and final round of money for the HHS Grant program through HAVA is now available. Information is included in this mailing and we have also placed the information on our website.

Please discuss this information with your selectboard so you can be prepared to submit an RFP if your polling place(s) still need any accessibility improvements.

NEW BALLOT BAGS AND SEALS

If you have not already picked up your new ballot bags and seals, please contact the town clerk who hosted your county training for the statewide checklist and arrange to pick up your ballot bags and seals. The new bags are made of sturdy canvas and have 2 wheels to make transport easier. Please be careful when filling the bags so that you do not put too much pressure on the zipper.

Please keep a few of the old ballot bags to use for special local elections, and the rest can be donated to local farmers or anyone that has a use for them.