

**SEABROOK BEACH VILLAGE DISTRICT
MEETING MINUTES
February 19, 2018
(Continued from February 12, 2018)**

PRESENT Dick Maguire, Joe Giuffre, Don Hawkins, Steve Keaney, Theresa Kyle

ABSENT Mike Rurak

The meeting was called to order at 7:00 PM. Dick Maguire led the meeting in the Pledge of Allegiance.

Date of the Annual Meeting:

The annual meeting is traditionally held on the last Tuesday in April. This year two of the commissioners, Hawkins and Giuffre are not available on that date so the commissioners decided to move the annual meeting to May 1st if allowed by the RSAs and if not to hold the meeting on April 30th.

Motion to hold the annual meeting on Tuesday, May 1st if allowed by the RSAs and to provide an alternate date of April 30th if May 1st is not allowed by the RSAs.

Motion made by:

Joe Giuffre

Motion Seconded by:

Don Hawkins

Motion passed by unanimous voice vote.

Don Hawkins will confirm the date after talking with Walter Mitchell.
(After discussion with legal counsel on 2/20/18 it was determined May 1st was too late to hold the meeting so April 30, 2018 is the date of the annual meeting.)

Default Budget:

At the 2/12/18 meeting the commissioners asked if a default budget was required to be part of the budget warrant article. Don Hawkins agreed to ask legal counsel but did not have an answer at this time. The commissioners agreed to use the 2017 budget of \$83,750.

Motion to adopt a default budget of \$83,750 if required Don Hawkins

Motion seconded by:

Joe Giuffre

Motion passed by unanimous voice vote.

SBVD Annual Meeting Procedures:

Don Hawkins passed out a sheet of meeting procedures to be considered by the commissioners (attached). The topics included were:

1. **New voter registration procedures:**

- Meet with Town Clerk and Supervisor of the Check List to review their process and to talk about issues from prior years
- Review Same Day Registration rules and ask the Supervisor of the Check List to follow them.
- Use “**Affidavit of Domicile**” for any new voter who cannot prove he/she is domiciled in SBVD.
- Check each same day voter against last year’s list of new same day voters. They should have registered with the Town Clerk and obtained a NH driver’s license 60 days after last year’s election.

The commissioners were concerned that non residents of the beach were allowed to register and vote on the day of the election without showing proof of domicile. All the recommendations on the list were targeted at ensuring only residents of the beach were voting. Joe Giuffre said two different voter registration lists were being used by the town clerk to check voters in. The commissioners agreed only one list should be used.

The following items were added to the registration procedures:

- Define the roles of the Town Clerk and the Supervisor of the Checklist at the Annual Meeting.
- Ask why two check lists were used at the last meeting.
- Establish a separate check in procedure for voters registering at the meeting. Make sure proof of domicile is established and documented.
- New same day registration voters must sign “**Affidavit of Domicile**” approved by the Supervisor of the Checklist. That document will be presented and collected at the check-in table to receive a voter flag.

2. Check in procedures:

- Get check list from Town Clerk – Only SBVD voters.
- Check last year’s list of same day voters against the list to see if any of them registered in the 60 days following last year’s election.
- Location of check in table:
- Who will sit at the table? Should be two people from the beach. Should stay at the table for the whole meeting to check in late arrivals.
- Voter ID Required. Get list of acceptable proof of domicile documents from Sec of State Web page.
- Issue one Voting Flag to each voter. Unusual color and shape so can’t be duplicated at the meeting. Maybe with large numbers or symbol printed on flag. SBVD Annual Meeting
- Must show Voting Flag to get into voter only seating. Have someone checking at entrance of the seating area

The following items were added to the check in procedure:

- In advance of the meeting identify people check-in voters.

- Consider non-voter property owners to sit at the desk so residents can sit in the voter area.
- Consider numbering voter flags.
- Voters must show voter flag to get into voter seating area
- New same day registration voters must sign “**Affidavit of Domicile**” approved by the Supervisor of the Checklist. That document will be presented at the check-in table to receive a voter flag.

3. Room set up:

- Separate voters and non voters. No mingling of two groups
- Meet with Rec. Director on gym setup before the meeting
- Rope off area for voters
- Put non-voters in the stands. Must stay in the stands or leave the room. No standing in the isles or in the back.
- One microphone in voter seating area; one set up near stands for non-voters?
- Location of New Voter Registration Table? Outside the gym.
- Third table to register non-voting property owners? How to identify them if they are allowed to speak. Should they have to sign up in advance to speak?

The following items were added to the room set up list:

- Consider reversing the setup of the gym
- Setup head table on the stage
- Put new voter registration outside the gym
- Separate voters and non voters outside the gym.
- Moderator tells people at beginning of the meeting no mingling on the sides or in the back of the gym. They must be seated or leave the gym area.
- Non-voting property owners only have to state their name and address at the beach to be allowed to speak. Pre-registration is not required.

4. Voting procedures:

- Count flags not hands
- Count roped off area only
- For secret ballot - pass out ballots only in roped off area and make sure they only go to people with flags. People from beach should pass out ballots.
- Ballot should be printed with SBVD BALLOT and each one numbered.
- Different color ballot for each ballot vote.

The following items were added to the voting procedure:

- Identify people to be “vote counters” before the meeting. In the case of a hand vote their count will be used to confirm the moderator’s count. Consider using non-voting property owners as vote counters.
- For a ballot vote consider having each voter bring up his ballot and hand it to the moderator or assigned representative who confirms it to be an official ballot and

puts it in the ballot box. As an alternative have the vote counters collect the ballots one row at a time. The vote counters will ensure only official ballots are counted. (The second method seemed to be preferred.)

- Consider having the Town Clerk do the actual counting if she is available

5. Who should be allowed to speak?

- Voters – Have the Right to speak
- Non-voting property owners? Have no right to speak but can be allowed by the Moderator. How to identify them?
- Other members of the public? Have no right to speak but can be allowed by the Moderator.
- Whatever we decide should be explained by the Moderator at the beginning of the meeting. Voters can override the decision of the moderator.

The following items were added to the list:

- Voters will be allowed to speak
- Non-resident property owners will be allowed to speak
- Non-resident non-property owners will not be allowed to speak
- Everyone must state their name and beach address for the record.
- Everyone should use the microphone.
- The moderator will explain the rules at the beginning of the meeting.

6. Other Issues

- A back up moderator should be identified in advance. The commissioners should bring names to consider to the next meeting. The backup will be sworn in according to the RSA only if necessary. The backup moderator must be a beach resident.
- The Moderator will establish the rules of the meeting at the beginning and stop the meeting whenever necessary to restore order and ensure the rules are followed.
- The Commissioners should identify check-in table volunteers and vote counters in advance of the meeting.
- A meeting should be held in advance of the Annual Meeting with the commissioners, moderator, vote counters, check in people and other volunteers to review procedures and answer questions. The same type of meeting should be held with the Town Clerk and Supervisor of the checklist.
- At the March Commissioners meeting all task associated with the annual meeting should be assigned to individual commissioners or other volunteers.
- The number of duty officers at the annual meeting needs to be decided.

Public Hearing on the Warrant:

The commissioners decided to move the April Commissioner meeting to April 2, 2018 and to hold the Public Hearing on the Warrant on the same evening. The notice for the public hearing should be issued 10 days or more before the public hearing.

The meeting was adjourned.

Submitted by,

Don Hawkins