

Supervisors of the Checklist, Deerfield, January 21, 2014

Richard Boisvert, Harriet Cady and James Deely convened at the Supervisors of the Checklist office at the Deerfield Town Offices at 7:00 PM.

The following actions were taken.

1. A formal nomination and vote was taken to elect a Chair of the committee. Deely was nominated and elected unanimously.
2. Cady nominated Richard Boisvert to serve as secretary. Deely seconded. Boisvert was elected unanimously.
3. Cady moved to confirm the expenditure of funds to purchase a printer for committee use. The motion passed unanimously.
4. The committee discussed moving the desk from the inner office (right side) and moving the filing cabinets into that office while at the same time releasing the office on the center side for use by the Director of Welfare. This was to provide confidential meeting space for the Director of Welfare while still maintaining secure and confidential space for the Checklist files. In addition it the necessity of moving the telephone access for the COS to the outer office and establishing a phone line for the Director of Welfare was discussed. Cady moved that the COS execute these actions, the motion passed unanimously. Deely agreed to convey this to the Town Administrator.
5. The committee discussed mail received 12-23-14 regarding voters who had registered in other jurisdictions. Three voters were identified: Steven R. Bodnar, Terressa Anne Roberge and Kathy S. Paciorkowski. The committee agreed to place them on the pending removal status at the next meeting.
6. Test of the available laptop to follow up on the above information revealed that the COS did not have the current password. The committee agreed to acquire password. Discussion also covered the need for updated operating system software. Deely agreed to raise the issue with Town Administrator's Office to determine if a license was available so the laptop OS could be migrated from XP to Windows 7. The committee agreed that Windows 8 would not be a preferred alternative.
7. The committed discussed the appropriate procedures to be executed *viz* use of information copied by the Town Clerk for the purposes of verifying voter registrations taken by the Clerk. Deely agreed to contact the HAVA office for guidance.
8. Cady agreed to do the necessary posting for the meeting on January 25.

The committee voted unanimously to adjourn until the January 25 meeting.

The meeting adjourned at 8 PM.

*These minutes were reviewed and approved on 1/15/14 by unanimous vote of the COS Richard A. Boisvert, Secretary, Supervisors of the Checklist*