APPROVED

ELCTRONIC VOTING STUDY COMMITTEE

MINUTES DECMEBER 1, 2014

<u>Attendees</u>: Ellen Baxendale, Jason Kauppi, Mark Haddad, Josh Degen, Becky Pine, Michael Bouchard, Brian Davis, Michael Manugian

Not Present: Finance Committee appointee

Meeting was called to order at 5:01 PM by Mr. Kauppi.

Mr. Kauppi announced that Mark Bacon has been appointed by the Finance Committee as its representative. Mr. Bacon was unable to join the meeting this night.

Unanimous vote to approve the November 24, 2014 minutes with "typos" corrected.

Mr. Bouchard shared research into the last two town meetings, and the time it took to perform hand count votes. Study data is included below. The quickest hand count vote was 3 minutes 52 seconds; the longest 7 minutes 9 seconds. This measures the time from the Moderator asking for "Tellers, please" to the announcement of the vote. In the Spring 2014 Town Meeting, 10 minutes and 12 seconds were spent on the hand counting of votes (2 votes), and 22 minutes 16 seconds in the Fall meeting (4 votes).

Counted Vote Study - Spring and Fall 2014 Town Meetings									
			Indexed start time of activity					Vote	
<u>Meeting</u>	<u>Article</u>	<u>Subject</u>	<u>Tellers, please</u>	<u>"Yea" Count</u>	<u>"Nay" Count</u>	<u>Announce</u>	<u>Total Time*</u>	<u>Yea</u>	<u>Nay</u>
Spring 2014	20	Unregistered Vehicles	0:25:41	0:27:41	0:29:40	0:31:19	**0:05:38**	102	59
	21	Prescott School	2:05:06	2:07:25	2:09:31	2:09:40	**0:04:34**	84	53
Fall 2014	6	Local meals tax	0:13:15	0:16:03	0:18:32	0:20:24	**0:07:09**	153	57
	10	Prescott School #2	1:43:43	1:44:42	1:46:32	1:48:46	**0:05:03**	126	65
	12	TCOD-Indef. Postpone	0:08:24	0:10:14	0:12:30	0:14:36	**0:06:12**	62	130
	21	Zoning-public untilities	0:27:14	0:27:58	0:29:15	0:31:06	**0:03:52**	63	72
	* Total time is from "tellers, please" to announcement of vote						Quickest	3 min 52 sec	
	The time counters are from the Clerk's voice recording of the meeting.						Longest	7 min 9 sec	

Mr. Manugian led a detailed review of the Electronic Voting Procedures Handbook, version 2.9. This document was obtained from the Town of Wayland. It is their comprehensive summary of roles and tasks associated with using electronic voting at a town meeting. Mr. Degen asked if a video copy of a Wayland Town Meeting which used electronic voting could be obtained. Mr. Haddad took this action item.

Discussion comments of the detailed roles and procedures document review:

- Acquiring the town meeting venue two days in advance may be difficult as the Performing Arts Center is heavily booked, even on weekends.

- Check-in and handset assignment will require changes to what is currently done. More setup equipment (e.g. tables, books, storage, etc.) will be needed. Additional people, some with specific skill sets, will also be needed for handset management and a help desk. The physical setup of the check-in and handset assignment process would need to be redesigned.
- We would need to know more about "disabling Wi-Fi and hotspots". A total disablement would affect the ability to display motions and presentations, the operation of officials' tablets and attendees' ability to use Wi-Fi during the meeting. The presumed reason for disablement is security of voting.
- Voting failures could be a result of a server failure, a Wi-Fi failure or a handset failure. Additionally, it appears that a voter may induce a "failure" with incorrect operation of the handset (e.g. turning the handset off during a vote). A recovery plan for each type is needed, and would likely involve a helpdesk and/or the vendor.
- Voting malfunctions can lead issues of confidence in an electronic voting system. Questions that arose:
    o If a malfunction occurs, how many current votes were affected?
    o When did the malfunction start? Did this malfunction occur on a previous vote and was not noticed at the time?
    o Can a previous vote be revisited?
    o How can the system be audited?
- The use of an electronic voting system appears to present issues of complexity in terms of setup, monitoring, support and inventory. Local procedures and physical setup will need to be designed.

Mr. Haddad stated this issue comes down to spending money to protect privacy at an "Open Town Meeting". Mr. Degen stated that voter privacy was his #1 issue hoping to be solved by electronic voting. Mr. Degen would like to see if we can view a video of a Wayland Town Meeting which used electronic voting. Cost is a concerning factor. Would there be opportunity to share costs with other towns?

Ms. Pine agreed, but also hopes EV would speed up the process of town meeting and improve the overall experience of town meeting. Several members thought confidence in the system (whichever system it may be) s very important, and that its reliability needs to be demonstrated. Members would like to understand ways to audit the system.

Ms. Baxendale was concerned with the cost projections, and feared it would take money away from other programs within the town.

Mr. Kauppi stated that the debates take up the most time during town meeting, not the voting. Mr. Haddad suggested we need to decide on a recommendation of a $60,000 expense per year being appropriate to enhance voter privacy at town meeting. Mr. Manugian suggested the committee deal with goals at the next meeting.

The next meeting will be scheduled for Monday December 8 at 5:00 PM. The agenda will be to enumerate goals and hear member reports on other towns.

The meeting was adjourned at 6:15 PM.

Respectfully submitted,

Mike