# Town of Groton, MA Electronic Voting (EV) Study Committee (EVSC)

# Minutes of the Meeting of July 21, 2022

## Opening

Location: via Zoom

The meeting was called to order at 6:30 pm by Mr. Petropoulos. Mr./ Bouchard informed all present that the meeting was being recorded. Mr. Petropoulos asked each member of the Committee to introduce themselves, which they did.

Present: Robert Anctil, Michael Bouchard, Michael Manugian, Carolyn Perkins, Jack Petropoulos.

## Approval of Minutes

A motion was passed by unanimous role call vote to accept the Minutes of the Meeting of July 14, 2022 as amended.

## Public Comment Period

No public comments were made during this period.

## Handling of EV for People with Disabilities

Ms. Perkins reviewed her discussion with Michelle Collette of the Groton Commission on Disabilities. Ms. Collette recommended accommodation for the blind and people with low vision. She noted that people who have suffered a stroke or people with severe dyslexia may have difficulties with clickers. The Committee will recommend that the Town provide volunteers to help all who require it. The Committee will also recommend that town provide a session in advance to familiarize people with the electronic voting process. Ms. Anderson, guest, asked how far apart buttons are. She would like to see a clicker and hold it. Mr. Petropoulos added a bullet point for accommodating disabilities to his presentation. Ms. Perkins stated that we should ask, in advance, if person would like help.

Mr. Sopka, guest, asked if any system would be able to send vote confirmation to the feedback screen on the clicker. The Committee should ask vendors if they have a way to accommodate feedback to the blind.

Ms. Anderson recommended we make it clear to the public that if anyone has a problem we have not thought of, they should be free to bring it up to the Committee.

## Milestone Document Review

ACTION: Mr. Manugian: Put together a quick example of how EV works for review next meeting for public hearing.

Mr. Petropoulos note that the Town Manager felt it was acceptable for the Committee to solicit and receive bids form vendors.

Mr. Anctil recommended we include an estimated cost in our final recommendation.

Mr. Bouchard stated that for an expenditure under $50,000 the Town does not need an RFP, but does need to solicit quotes from three vendors. If we did this the Committee could make a vendor recommendation.

Ms. Perkins felt that the Committee should not make vendor recommendation. She felt that the people who ultimately manage the contract should make the final decision on a vendor.

Mr. Petropoulos stated that we need to talk to vendors to see what is available and whether they can meet our requirements. The Town Manager would like the Committee to interview vendors, create requirements, and get prices based on requirements. The Town Manage felt that the Committee should make a vendor recommendation.

When making the final selection the Town must select the bid with the lowest price which is also the best fit for the listed requirements.

ACTION: Mr. Manugian: Add milestones for contacting and recommending vendors.

ACTION: Mr. Petropoulos will create the initial draft of vendor requirements.

ACTION: All: Send comments on vendor requirements to Jack.

## Review Updated Draft of the Final Presentation

Mr. Petropoulos presented updated presentation.

Mr. Anctil left the meeting at 7:17.

Mr. Petropoulos asked about whether we should have dollar values for staff time. Ms. Perkins felt we did not need to translate staff time to dollars.

Mr. Petropoulos noted that the Committee must ask each vendor to estimate the useful lifetime of their system.

Ms. Perkins felt that detail such as the EV impressions from other towns could be in a separate handout. The Committee suggested a number of wording changes.

ACTION: Mr. Petropoulos: Get the proper wording to add a not to exceed cost to a warrant article.

ACTION: Mr. Petropoulos: Post notice of the Committee’s August 4, 2022 public hearing notice to all appropriate media.

ACTION: Mr. Petropoulos: Send the final public hearing notice to Mr. Bouchard. ACTION: Mr. Bouchard: Submit the formal press release for the hearing.

## Determine Presentation Outline For First Public Meeting

ACTION: Mr. Petropoulos and Ms. Perkins: Jointly give the presentation at the public hearing. ACTION: Mr. Petropoulos and Ms. Perkins: Make arrangements for equipment and chairs at The Groton Center, the location of the public hearing. ACTION: Mr. Petropoulos: Ask the Groton Channel if they would live stream and record the public hearing.

## Review Draft Warrant Article

ACTION: Mr. Petropoulos: Update the draft warrant article with the changes recommended in earlier discussions.

## Review Cost Estimate

Mr. Bouchard presented his Town Hall staff time estimates and Mr. Manugian presented his ten-year cost estimates based on quotes received from vendors and Mr. Bouchard’s Town Hall staff time estimates.

Mr. Bouchard & Ms. Perkins felt that the format of Mr. Manugian’s draft was acceptable, but that the Committee needed to refine a number of the individual costs.

ACTION: Mr. Anctil, Mr. Petropoulos, Mr. Bouchard: Send cost estimate changes to Mr. Manugian.

## Closing

The meeting was adjourned at 8:18 pm.

The next meeting will be on July 28, 2022 at 6:30 pm via Zoom, to be set up by Mr. Bouchard and posted on the Town of Groton website with the meeting agenda.

Respectfully submitted,

Michael Manugian, Clerk