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

# Minutes of the Meeting of July 28, 2022

## Opening

Location: via Zoom

The meeting was called to order at 6:32 pm by Mr. Petropoulos. Mr. Petropoulos informed all present that the meeting was being recorded. Mr. Petropoulos asked each member of the Committee to introduce themselves, which they did.

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

Absent: Robert Anctil

## Public Comment Period

No public comments were made during this period.

## Approval of Minutes

A motion was passed by unanimous role call vote to accept the Minutes of the Meeting of July 21, 2022 as submitted.

## Determine if we will recommend adopting EV to Town Meeting

A motion was approved by unanimous role call vote that the Committee make a recommendation at Town Meeting. The Committee must complete a number of additional tasks before it decides on the content of the recommendation.

## Discuss interviewing Vendors / demos

We will interview three vendors: Meridia Interactive Solutions, Option Technologies, and Turning Technologies. These are the three whose systems most often used by many Massachusetts towns for electronic voting in town meetings. We will send out an initial set of requirements questions and list of items for a cost estimate by August 4, 2022. The interview will allow the Committee to ask any questions each vendor has not responded to in our initial request. ACTION: Mr. Petropoulos: Schedule each vendor for a 20-minute presentation to the Committee on August 11, 2022. If vendors can’t attend at the regular meeting time, Mr. Petropoulos will try to schedule the meeting at a different time.

ACTION: Mr. Petropoulos: Send the latest draft of the requirements document to the Committee to check for typos and other clerical errors. ACTION: All: Identify corrections and send them to Mr. Petropoulos.

ACTION: All: Send any desired additional agenda items for the vendor review meeting.

## Discuss Requirements Document

Mr. Petropoulos captured numerous changes to be added to the next version of the requirements document.

## Requirements for the Public Hearing at the Groton Center

Ms. Perkins and Mr. Petropoulos have divided up the presentation. Ms. Perkins explained the procedure for using the Center and equipment. Center will automatically unlock at 6:30 pm and lock automatically at 9:00 pm. The presenters will ask for a volunteer to take a microphone to any speaker. ACTION: Mr. Petropoulos: Check out the equipment at the Center to work out the mechanics of the presentation process. The Groton Channel as agree to record the hearing. It will not be streamed. We will need to use a microphone for the room and another for recording on the Groton Channel. ACTION: Mr. Petropoulos: Substitute the word “motion” for the word “article” where appropriate in the EV presentation for the hearing. The presenters will show the EV Example video near start of the presentation.

The Committee reviewed the project milestones document and made changes to ensure that the vendor review and warrant article draft and final wording would be completed in time to meet Town Meeting warrant deadlines.

ACTION: Mr. Manugian: Review the Milestones document weekly and remind the Committee of any tasks which needed to be scheduled or completed.

The Committee has begun to receive correspondence from the public, and Mr. Petropoulos offered to respond to each missive in a timely manner.

ACTION: Public Hearing Presenters: Include the Committee email in the presentation. ACTION: Public Hearing Presenters: Ask public to give their name and contact information via sign-in sheet so that the Committee can follow-up on any comments or clarify comments or questions which are not clearly understood.

Mr. Manugian will capture the questions and suggestions made at the Public Hearing. Mr. Petropoulos will respond to them either during or after the Hearing, as appropriate. Mr. Bouchard will post questions and comments from the public along with the Committee responses on the Committee website to make them accessible to the public.

## Closing

The meeting was adjourned at 8:09 pm.

The next meeting will be a Public Hearing on August 4, 2022 at 7:00 pm at the Groton Center to be posted by Mr. Bouchard on the Town of Groton website with the meeting agenda.

Respectfully submitted,

Michael Manugian, Clerk