<u>Committee on Electronic Voting at Town Meeting</u>

Minutes of public meeting March 11, 2013
7 pm Conference Room 1, (Ground Floor) Town Hall
455 Concord Avenue, Belmont

Called to order 9:03 AM
<u>Attendees:</u> Michael Widmer, Mark Paolillo, Anne Marie Mahoney, Maryann Scali, David Petto,
Ellen O'Brien Cushman
<u>Not in Attendance:</u> George Hall

<u>Agenda:</u>

1. Dave Petto, IT Director, provided a handout to frame the discussion on the technical specifications for the electronic voting system at Town Meeting. Dave informed the committee that his research has revealed that no other town currently using electronic voting for Town Meeting issued an RFP or RFI, they apparently used the State Bid List, interviewing and using Option Technologies, Inc. only. No other vendor has been utilized that we can tell. Chelmsford, the first community, interviewed and went with Option Technologies then wound up having to do a lot of customization to get the displays and reports they wanted. Each subsequent community that uses Option also contacts Chelmsford to get those customizations.
2. Dave reported that there are 6 manufacturers and 36 distributors of these systems.
3. One of our parameters is to allow for modifications on the fly for amendments made on the floor and some type of programming to allow for the 2/3 supermajority votes to indicate passage.
4. The IT people should not have access to the data itself, just the formatting.
5. Specifications include: not infrared that depends on line of sight, not DSSS which is interceptable and not secure. We prefer frequency hopping synchronized that is constantly changing frequencies, need one receiver.
6. We anticipate one meeting for introduction in advance, a mini meeting and then at the start of each meeting, a review of the requirements and expectations for Town Meeting Members
7. The Committee voted to establish the Specifications as Dave Petto has presented and asked him to investigate and recommend several vendors to receive the specs, etc.
8. Allowing Audience Response System at Town Meeting requires a General Bylaw Change (and likely Special Legislation to amend the Town meeting Acts), a Capital Budget item (Ellen had already included this item in her FY14 capital budget) and issuance of the Committee's report indicating how the technology will be used. Therefore the main report will be provided to Town Meeting under the General Bylaw and a Capital Budget item later in the same Town Meeting, rapid succession.
9. Chair Widmer will prepare a draft of the report of the Committee and circulate for vote at the next meeting.
10. The Committee unanimously voted to accept the Procedures Recommendation; unanimously voted to accept the Bylaw and vote the report to Town Meeting Members.
11. Unanimously voted to accept the minutes of February 20, 2013 and February 5, 2013

Adjourned 9: 55 AM
Respectfully submitted,

Ellen O'Brien Cushman

Ellen O'Brien Cushman
Town Clerk

Technology Requirements for Electronic Audience Response System

1. System management software must be compatible with Microsoft Windows 7 operating system.
2. Presentation component must be compatible with Microsoft Office 2013 (Excel, Word, PowerPoint).
3. Presentation must be seamless, utilizing MS PowerPoint 2013.
4. Ability to display members present/non-present based on distribution/registration of handhelds.
5. Data stored in MS SQL database (SQL 2008).
6. Data collection and analysis must seamlessly utilize MS Excel 2013 and MS SQL 2008 for reports.
7. Customizable templates for on screen display and data reports.
8. Data transmission from handhelds in synchronized Frequency Hopping Spread Spectrum (FHSS) form (no Direct Sequence Spread Spectrum (DSSS) or Infrared (IR) transmission).
9. Transmission range minimum of 300 feet.
10. Utilize single USB data receiver.

Questions for Electronic Audience Response System

1. On-site training for staff and users?
2. Technical Support available during evening?
3. Battery system for handhelds (standard non rechargeable alkaline or rechargeable NiCad, NiMH, NiZN or Li-ion).
4. What is battery life and replacement cost??
5. Ongoing software maintenance costs??????
6. Computer included in cost?

To see if the Town will vote to amend the General Bylaws of the Town of Belmont by inserting after Section 2.7.6.1 the following new Section 2.7.6.2:

> 2.7.6.2. <u>Electronic Voting</u>. Notwithstanding the provisions of the foregoing sections 2.7.6 and 2.7.6.1, subject to the availability of a system to enable electronic voting by Town Meeting Members using wireless handheld mobile devices, the Moderator may count the vote, or conduct a roll call vote, on any matter before the Town Meeting by the use of such an electronic vote counting system.

or take any other action relative thereto.