

November 27th, 2017

**Attendees:**

<b>Name</b>	<b>In Attendance</b>
Jack Adelson - Chair	Yes
Gary Hathaway - Vice Chair	Yes
Richard Regitano - Clerk	Yes
Robert MacKendrick	Yes
Gill Giugliano	Yes
Malka Travaligni	Yes
Laurie Perino	Yes
Arthur Bourque, Moderator - ex officio member	Yes
Trudy Reid - Town Clerk - ex officio member	Yes
Mark Fite - Option Technologies - GUEST	Yes

**Start Time: 7:00 PM****Notes:**

- Jack Adelson called meeting to order.
- Jack Adelson made a motion to approve the 10/26/17 minutes as presented - Approved
- Jack Adelson introduce Mark Fite of Option Technologies our guest to show the committee the electronic voting system
- Jack Adelson explained that if this committee would like to recommend an “electronic voting system” it needs to be submitted by December 1st 2017.
- Mark Fite presented his live meeting electronic voting and check in system
  - System can be rented or purchased
  - Their system can handle multiple rooms
  - Check in is made much faster with electronic system
  - They are not approved for Town Meeting State Elections
  - Each handset has personalized confirmation that vote was casted
  - This system allows for anonymous voting
  - The system can display a countdown time clock for voting and show the voting results live.
  - The check in system does not scan drivers licenses

- They can handle up to 11,000 voters
- This system does not need to be connected to the internet
- The network is encrypted, 7 different levels of security
- They currently work with approximately 18 towns in the Commonwealth
- Jack Adelson turned it over to Trudy Reid to explain the procurement requirements.
- Gary Hathaway made a motion to recommend that the Town Clerk carry a \$50,000 budget for electronic voting either purchased or rented, and \$20,000 for check in equipment to be purchased or rented - Approved
- Trudy Reid explained that there is another “check in” system from Inclusions Solutions that wants to present to the committee
- The committee discussed what topics and sub committees that this committee should focus on.
- Gill Giugliano recommended we conduct a survey to identify town recommendations for the needs of the Town Meeting to be handled by the sub committee.
- The committee discussed that further research is needed on how to conduct a sub committee and how many members should be on it
- The committee discussed what topics the sub committee should work on, the group agreed that more survey information is needed in order to identify these smaller groups.
- **Goals of Committee**
  - Set Up subcommittees to tackle individual goals
  - Additional goals to be generated based on survey results

**Follow Up Items:**

1. Trudy Reid to research sub committees notification and documentation requirements.
2. Trudy Reid and Arthur Bourque to research on requirements for town meeting changes that do not require by law or charter.
3. Trudy Reid to research if the committee members can have Town Emails
4. Trudy Reid to send out a email on the next meeting dates
5. Arthur Bourque to research who has leased vs. purchased electronic voting
6. Arthur Bourque will look into a list of which towns use Robert’s Rules vs Town Meeting Times

**End Time: 8:39 PM**

**Next meeting to be determined. Options are 7:00 PM on December 18th, 19th or 28th., Location to be determined.**