

TOWN OF ARLINGTON
TOWN MEETING ELECTRONIC VOTING STUDY COMMITTEE

January 2, 2013

Call to Order

The regular meeting of the Town Meeting Electronic Voting Study Committee was called to order by Committee Chair Eric Helmuth in the Second Floor Meeting Room of the Town Hall Annex on Wednesday, January 2, 2013, at 7:30 PM.

Quorum

A quorum was present: Elizabeth Patton, Raymond Charbonneau III, Steve Storch, Wes Beal, Adam Auster, and Eric Helmuth.

Approval of Minutes

MOTION:
*Correction of
Minutes*

Adam Auster moved that the minutes of the December 19, 2012, meeting be corrected by (1) deleting Alan Jones's name from the list of members counting towards a quorum, (2) replacing the words "saddled with" with "given" in the Chair's report on page 1, and (3) deleting the words "an impressive level of" in the Chair's report on page 2.

The motion passed.

MOTION:
*Approval of
Minutes*

Wes Beal moved that the minutes of the December 19, 2012, meeting be approved.

The motion passed.

Reports

*RFI
Subcommittee*

Committee Chair Eric Helmuth distributed the most recent draft request for information from the RFI Subcommittee. A copy of the draft is attached to these minutes.

Raymond Charbonneau led a discussion of each of the provisions on the draft RFI.

New Business

DISCUSSION:
Work Schedule

Committee Chair Eric Helmuth distributed a draft timeline, task list, and outline for its remaining work prior to upcoming warrant-article hearings and the Annual Town Meeting. A copy of these materials is attached to these minutes.

The discussion that ensued focused on two work tracks: making the RFI final, and drafting legislative language for Town Meeting. The next meeting should at least finalize language for the warrant.

MOTION:
*Bylaws and
Procedures
Subcommittee*

Raymond Charbonneau moved:

To appoint John Leone, Wes Beal, and Adam Auster to a subcommittee to draft bylaw changes and procedures related to electronic voting at Town Meeting.

The motion passed.

MOTION:
Adjournment

Steve Storch moved that the meeting adjourn.

The motion passed.

Adjournment

The meeting adjourned at 9:05 PM.

Adam Auster, *Secretary*

APPROVED

January 16, 2013

Adam Auster, *Secretary*

Documents distributed at the meeting:

1. Draft Request for Information (undated)
2. Draft task list for work on the Committee's report to Town Meeting dated 1/2/2012
3. Draft outline of Committee report dated 1/3/2012 [sic]
4. Draft timeline for remaining work dated 1/2/2012

Please email your responses to ADDRESS by DATE. If you would like to provide any additional materials, please have them sent to:

NAME
TITLE
ADDRESS

If you have any questions, please contact NAME

Email: ADDRESS
Phone: NUMBER

Objective: An electronic system that securely, rapidly and reliably counts, displays, and records votes for Arlington Town Meeting using handheld devices for each voting member

Please note: This is a preliminary request for information. The Town of Arlington is not putting the project out for bid at this time.

Basic requirements:

1. Must support 252 users (voting members of Town Meeting) and allow for additional users as needed
 - a. What is the maximum number of users your system will support?
2. System must provide secure wireless coverage for a DIMENSIONS room, without interfering with (or being interfered by) cellphone transmissions, 802.1x wireless communications, or OTHER.
 - a. How do your handheld units communicate with the receiver/base station?
 - b. What is the maximum reliable range for your handheld units?
 - c. How are communications secured from outside interference or manipulation?
3. Software must run under Microsoft Windows
 - a. What are the system requirements to run your software? System requirements should include system hardware, software, and any required supporting applications (e.g., must have MS Office ver xx).
 - b. How does the receiver connect to the computer running Windows?
 - i. If software runs on vendor-supplied system,
 1. System must be able to connect to digital projectors using standard output connectors
 2. Output must also be routable to local cable access (MUST PROVIDE MORE INFO)
4. Handheld units must be identified by unique hardware IDs
5. Each handheld unit should be linked to a specific user.
 - a. In the event of a problem with the handheld unit, how long does it take to assign a new unit to a user?
6. The handheld unit must support three choices for the voter (Yes/No/Abstain)
 - a. How are the choices indicated on the handheld unit?
 - b. Does the handheld unit provide positive feedback on the device to confirm the vote cast by each user? How?
7. Battery life for handheld units must be at least 4 hours
 - a. What is the battery life when handhelds are on and in "ready to vote" status?
 - b. How does the user know a battery needs replacing?
 - c. Do handheld units use rechargeable or replaceable batteries?

- i. If replaceable, what batteries are required?
 - ii. If rechargeable, describe the charging station
- 8. Must be able to correct votes (if needed) after voting has closed
 - a. Does system note that vote was corrected in reports?

Public Display requirements:

- 9. All displays must be legible from X' away when projected on a DIMENSIONS screen
- 10. Must be able to display warrant items (voting questions)
 - a. Can operator choose to display either detailed or summary information?
 - b. How do you enter warrant items prior to meeting?
 - i. Are there templates to make it easier to enter new items?
 - c. Can the operator re-sequence warrant items during the meeting?
 - d. How do you amend warrant items or add new ones during meeting?
- 11. Must be able to display time remaining, along with warrant item, while voting is in progress
- 12. When displaying results, operator must have ability to display either aggregate totals or list votes by each individual
 - a. Can individual votes be sorted by multiple criteria (name, precinct, etc...)?
 - b. Please describe any other configuration options for displaying votes (e.g., number of votes per screen).

Data management requirements

- 13. Must be able to record and store votes
- 14. Must be able to purge selected records from database
- 15. Must be able to generate detailed reports of votes sorted by warrant item, user's name, precinct, date, or any combination thereof
- 16. Must provide reports in a non-proprietary format
 - a. What data formats does your system support?
- 17. Must provide transaction logging for any edits to data once voting has closed

Support:

- 18. Please describe your support and warranty options for hardware and software and on-site system operation.
 - a. If there is an associated cost, please provide details

Other

- 19. Other Infrastructure requirements – David Good (town IT chief) to help us define

Financial:

- 20. Please estimate the **purchase** cost for a system that meets our needs (if applicable)
 - a. What is the typical frequency of software updates?
 - b. What is the cost of software updates?
 - i. Is there a subscription/maintenance plan?
 - ii. What would it cost?

21. Please estimate the yearly cost to **lease** a system that meets our needs (if applicable), including any software upgrades

Review of the Committee's Charge

“The Committee shall study and make recommendations to a future Town Meeting on whether the Town should adopt electronic voting, when the electronic devices shall be used, in what situations, and for what purposes. It will also study what devices are available, the costs and benefits of the devices and the security features available, as well as what procedures and Bylaws would need to be implemented and changed.”

A. What decisions do we need to make?

1. Whether or not to recommend electronic voting
2. Recommended implementation data (e.g. Annual Town Meeting 2014 or 2015)
3. Recommended situations and procedures for e-voting
4. Recommended operational procedures including staffing
5. Purchase vs. lease recommendation
- 6.
- 7.

B. What information do we still need? (open or unanswered questions)

1. Current capabilities of the technology (per our requirements and questions)
2. Current market pricing and vendor options
3. IT Dept. resources, preferences for staffing and other operations concerns
4. Dossier & summary of bylaws, procedures, and experiences to date for other towns
5. Records retention, related requirements and their implications
- 6.
- 7.
- 8.

C. What do we need to produce?

1. Report to Town Meeting
2. Recommended bylaw changes, if any (for Warrant Article hearings – BoS, and maybe FinCom)
3. Recommended appropriation, if any (for Warrant Article hearings - FinCom)
4. Public demonstration/information session shortly before or shortly after the commencement of Annual Town Meeting
- 5.
- 6.

Electronic Voting Study Committee Report Outline

DRAFT – NOT FOR PUBLIC DISTRIBUTION

1/3/2013

1. Introduction
 - a. Members
 - b. Background
 - c. Brief outline of our work
 - d. Summary of recommendations
2. Benefits & Concerns of Electronic Voting **STEVE**
3. Methods of Voting and Legal Issues: A Review **ADAM; JOHN**
4. Primer on Electronic Voting (EV 101) **VARIOUS**
 - a. Technology overview
 - b. Handsets
 - c. Computer/Server
 - d. Communications/networking method (wireless)
 - e. Available features and options
 - f. Recording and publishing of votes
 - g. Accuracy and security, data governance **LIZ**
 - h. Costs, acquisition options (purchase vs. lease, TCO)
 - i. Personnel involved and affected, staffing implications **ERIC**
 - j. Procedures (handset distribution and collection....)
5. Selection Methodology (*our basis for the recommendations*)
6. Vendors **RAY**
7. Committee Recommendations **VARIOUS**
 - a. Enumeration of warrant articles submitted
 - b. By-law changes **JOHN**
 - c. Procedures **JOHN**
 - d. Vendor and equipment, lease vs. buy
 - e. Appropriation (capital and annual) **ALAN**
8. Appendices
 - a. Technical and functional requirements (copy of RFI?)
 - b. Other towns using EV_ (list, summary of major styles of adoption; observation reports)
 - c. Electronic voting methods scorecard
 - d. Vendor recommendation scorecard
 - e. Requested appropriation (detail)
 - f. Questions and Answers (FAQ) if needed
 - g. Glossary, if needed

EVSC Workplan Timeline - 1/2/2013

	January				February				March				April			
	2		16		6		20		6		20		3		17	TM
Research/Discussion																
Which votes, and how																
Vendor RFI issuance, responses review																
Other towns bylaws & procedures																
IT dept. requirements, preferences					D											
Records retention & related issues																
Warrant Articles																
Review and file Warrant Articles			D													
Committee votes on recommendations					D				D							
FinCom hearing prep (appropriation)					D											
Selectmen hearing prep (bylaw)											D					
Other output																
Report to Town Meeting													D			
Presentation at Town Meeting																

D= projected deadline. First committee vote deadline is for FinCom hearing on appropriation; second is for BoS hearing on bylaws
Hearings: FinCom - earliest would be 2/6, possibly 1-2 weeks later; Selectman - earliest would be 2/11, no later than end of March

Annual Town Meeting commences Monday, April 22