

**Electronic Voting Implementation Subcommittee (“ELVIS”)  
Minutes of the Meeting of 2021-12-15**

The **bold** items below are meeting agenda items.

**Call to order:** Dave Bernstein called the meeting to order at 7:33pm. This meeting was held via Zoom teleconferencing.

The ELVIS committee members in attendance, in addition to Chairman Dave Bernstein, were Lynne Dunbrack, Larry Krakauer, Anna Ludwig, Don Schuler, and Jon Sieber.

Also attending as invited participants: Assistant Town Administrator John Bugbee, and Wayland Selectman Dave Watkins.

**Appoint Secretary pro tem:** Larry Krakauer was appointed secretary pro tem.

**Invite public comment:** None appeared at this point.

**Approve Minutes from our 2021-09-23 meeting:**

Moved (Sieber), Seconded (Ludwig): *Approve minutes of our 2021-09-23 meeting.*  
Passed 6-0-1 (Dunbrack didn’t vote, due to a brief Zoom connection problem).

In accordance with our procedures for virtual (Zoom) meetings, all votes were conducted by rollcall of the ELVIS committee members.

**Consider updating the Electronic Voting Procedures Handbook to reflect knowledge gained during Town Meetings conducted outdoors at the High School Stadium during May 2021 and October 2021.**

Bernstein: In “Sect 3.b. Transceivers”, I’d like to add a seating map. Then under “e. Pre-session setup and testing tasks”, I propose adding to 2.c, “and verify that each backup transceiver is disabled.” Also add “d, Test voting in each zone, confirming that 5 consecutive votes produce the expected result in the handset display.”

Ludwig: Will we verify connectivity near the bathrooms? There was a discussion of coverage in the bathrooms in the field house, as opposed to the porta-potties provided near the field.

Bernstein: Modified the proposal to test ability to vote in the check-in/usher areas.

Sieber: This requires additional coverage that OTI didn’t have to provide before.

Bernstein: Yes, this shouldn’t be a burden; just move the transceivers a bit. If we want to make these changes, we’ll have to review them with Mark Fite of OTI.

Sieber: I checked all the different color handset in each of the zones before the first meeting, and it didn’t catch the problem. Every handset worked everywhere.

Bernstein further amended his text to “check-in/usher/exit-desk areas”. People stationed at the exit-desk areas should be able to vote. The text now reads, “Test voting in each seating zone

and check-in/usher/exit-desk areas, confirming that 5 consecutive votes produce the expected result in the handset display”.

Sieber and Bernstein discussed the need to conduct a test vote *under stress* as sections are brought on-line during the course of the meeting. We added the wording, e. “Conduct a test vote each time a section becomes mostly populated, to verify that votes are confirmed in a timely fashion; the Moderator should remind voters to report non-responsiveness.”

Moved (Sieber), Seconded (Ludwig): *Accept the above changes.* Passed unanimously.

**Consider updating the Technical Requirements to be included in Wayland’s 2022 Request for Proposals (RFP) for Electronic Voting Service.**

Bernstein shared the requirements document for use in the RFP.

Sieber: I think we should add wording to explicitly require the service provider to monitor the number of votes received and report any problems – we ought to ask for an enhanced capability to detect such problems.

Bernstein: For example, we could track the number of votes received *from each section*, so that any problems would be apt to be reported. It should be noted that this will not be accurate after a vote in which a large number of participants leave, and not all the handsets no longer voting have been checked in. Mark Fite has said that about 15% of handsets abstain in a typical vote.

Bernstein: Maybe we just need to be sensitive to users reporting problems: Be more ready to stop the meeting and do a careful test vote (telling the moderator to instruct people to only push their button **ONCE** during the test vote).

Bernstein: in Section 5, “Voting”, I propose adding a new Section 5a: After a test vote in which every voter is expected to vote once, report the number of votes received from each section as a fraction of the number of active handsets in that section.

There was a discussion of types of abstentions: Pushing “3” vs. just not voting.

Bernstein: We could have the Moderator make the audience into monitors of proper response of the system. This becomes another change to the handbook, but not to the requirements. But we did change “After a test vote” to “After any vote”.

Bugbee: The RFP process lets you to create rankable criteria for vendors. Any criterion can be either minimum (must be met), or ranked. There was a long discussion of this point.

Bugbee: There are usually 2 sections to an RFP: The minimum requirements, and then the rankable criteria, the rankings being “unacceptable”, “passable”, “advantageous”, or “highly-advantageous”. There are usually only four or five rankable criteria.

Krakauer: Take out the “fraction” from the wording. This was acceptable to Bugbee.

Moved (Bernstein), Seconded (Krakauer): *Add the new Section 5a.* Passed unanimously.

Bernstein: We will defer any reopening of the electronic voting procedures manual to a future meeting.

**Review progress towards remote participation:**

Watkins: We have a law firm, KP Law, to help us deal with various issues regarding the wording to submit to the General Court, but no progress has been made since May 15.

**Invite public comment:** There was no public comment.

**Adjourn:** Moved (Bernstein), Seconded (Sieber). *Adjourn.* Passed unanimously. The meeting adjourned at 9:09 pm.