

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: **Electronic Voting Implementation Subcommittee**

FILED BY: Dave Bernstein

DATE OF MEETING: April 29, 2019

TIME OF MEETING: 6:30 PM

PLACE OF MEETING: High School Field House

AGENDA

- Call to order
- Appoint Secretary pro tem
- Invite public comment
- Approve Minutes from our 2019-03-25 meeting
- Review our Annual Town Meeting responsibilities
 - Monitoring handsets yet to be issued, as they will be active
 - Awareness of handset color codes vs. base station locations
 - Scanning for handset failures during votes
 - providing a ballot and a replacement handset to each voter reporting a failed handset
 - recording handset failures
 - operating the “Help Desk status light”
 - Managing the “Manual Counting Section”
 - Scanning for physical possession of multiple handsets, and bringing this to the Moderator’s attention by raising a point of personal privilege
 - Managing two venues
- Invite public comment
- Adjourn