

Vendor Presentation-PCiPro Trina Landers

In attendance: John Covey, Neena Mohanka, Beth Casavant, Bryan Moss, Donna O'Connor, Chris Mehne, Sandy Wright

Absent: Pat Convery

Bryan Moss called the meeting to order at 7:06 PM

Review and Approval of meeting minutes:

Donna O'Connor amended the minutes from the Jan. 3, 2019 meeting:

Donna O'Connor noted there would be additional expenses to the Town Clerk's office such as needing to have paper ballots on hand in the event they are needed during town meeting, additional staffing, and device distribution and collection.

Donna O'Connor suggested that there may be members of town meeting with unique issues relating to the use of these devices.

Motion to approve January 3, 2018 minutes made by Donna O'Connor, 2nd Neena Mohanka, unanimously approved.

Motion to approve November 8, 2018 minutes made by Donna O'Connor, 2nd by Beth Casavant, unanimously approved.

Virtual presentation from Trina Landers of PCiPro:

PCiPro attends meetings and provides support throughout the event

Stand alone system, only needs power. No need for wifi, system works over radio frequency

Software similar to PowerPoint is used to type in questions in real time for a yes/no vote; results come in right away. There will be a person on site in the event of an amendment from the floor; there can be a template for moving the question, end debate, amend.

Donna O'Connor asked about the percentages that show during a vote to make sure they are based on the number of town meeting members in attendance. Trina said that the percentages are based on the number of town meeting members voting, broken down by yes, no, abstain with total votes in the lower left hand corner of the screen.

You can assign devices to people so you can have data that shows how people vote. Each meeting would start with a few demographic questions for practice.

Bryan Moss asked if real time results can be shown after each article is voted on, either alphabetically or by precinct. Trina said that information is available post meeting in an excel file, but not during the meeting. There is no slide for that. Bryan asked about data storage. Trina said that a report is generated in Excel and given to the town by the company. By asking which precinct people belong to at the beginning of the meeting the results can be broken down by precinct.

Donna O'Connor asked if there have been instances where someone says they voted yes when they really voted no. Trina said that it has happened, but it was user error. Donna followed up by asking if someone realizes they voted incorrectly- could an adjustment be made? Trina said that until voting is closed, a voter can change their mind. She suggests that it is announced when voting is closing so that mistakes are reduced.

Sandy Wright asked if there is support for every town meeting. Trina said yes, and for a town meeting of our size it would be one person passing out the devices and running the polling system.

Donna O'Connor asked how town meeting members are taught. Trina said there is a tutorial presentation at the beginning including written instructions. Practice questions are used. It takes about 5 minutes. For visually impaired a volunteer from town meeting will be trained to assist. Sandy Wright said this is similar to people being able to bring a designated person along to help them vote in elections, so it would likely apply in this situation also.

Prior to meeting, they would need to get into the space and do a walk-through and test the system. Articles would be loaded into the system prior to the meeting. Actual set-up for a meeting of our size is 45-60 minutes and can be done right before the start of the meeting if necessary.

Costs:

Donna O'Connor asked how costs are calculated. It is by number of devices, days of usage, hotel accommodations for each night. John Covey said we need to plan on 240. The estimate was based on 200, additional devices are \$8 each. You are charged for what is brought to the meeting. Donna O'Connor asked what would happen if town meeting went for fewer or more days than estimated. Trina was unsure if costs would be reduced if the meeting went for less time. They would stay for extra days, but there would be additional costs. A question was asked about weather cancellations, extenuating circumstances, etc. It seems there would always be a charge for the extra nights of hotel.

Neena Mohanka asked how far in advance we would need to contact the vendor so that they would be prepared for the meeting. Trina said as far in advance as possible is best. Uber is used for ground transportation.

The price quoted was for a one night meeting and 2 days on site. \$3,710 plus hotel and uber so roughly \$4,000 per meeting. There is a per diem for meals in the quote. Donna O'Connor asked for the quote to be resent based on 240 members. John Covey asked for a quote that showed what it would look like if we purchased the devices and ran it ourselves. That information will be sent. Three nights would be \$11,130 plus hotel, food and uber. Five nights would be \$18,550 plus hotel, food and uber.

Bryan Moss asked for screenshots for how the display looks when someone votes. Trina explained what the display will look like to a voter.

Trina ended the presentation and the call. John Covey commented that PCiPro seems to be a vendor that mostly uses their system for corporate events and entertainment and also happen to use them for meetings. John asked how to make sure there is always a live screen in the room that everyone can see. Chris Mehne said it is helpful to have information up on screens for town meeting members to have visuals more often. Right now, people on the stage can't see the screen without moving. Marc Serra is always asking for a direct video feed of the presentation straight to Shrewsbury Media Connection because the screen is hard to see on TV.

Chris Mehne asked about the costs of reports/data. Would there be additional charges based on the kind of information a community would like to issue.