

TOWN OF MILFORD
Milford, Massachusetts

NOTICE OF MEETING

Board, Commission, or Committee Town Meeting Study and Improvement Committee
Date and Time of Meeting Monday, June 15, 2020, via Teleconference at 7:00 P.M.

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MILFORD TOWN CLERK
2020 JUN 11 AM 8:27

Place of Meeting: Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 18, this meeting is being conducted via remote participation.

Notice: Members of the public who would like the Committee to address questions, concerns or ideas are advised to email the Committee in advance of the meeting at tmsic@townofmilford.com . Thank you!

Matters Anticipated being subject of discussion:

AGENDA

1. Approve Previous Meeting Minutes
2. Communications from the Public
3. TMSIC 2020 Annual Report
4. Twice Reading of Motions at Town Meeting

Reno DeLuzio

Dated: 6/10/20

Reno DeLuzio, Chairman

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Attachment:

1. TMSIC 2020 Annual Report (Draft)

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE

DRAFT (6-10-20)

Report to the June 29, 2020 Annual Town Meeting
(Reporting Period: May 16, 2019 through June 12, 2020)

The Town Meeting Study and Improvement Committee (the "Committee") was established by Article 15 of the October 30, 2017 Special Town Meeting. The Committee was organized in January 2018.

The following is a summary of the Committee's progress and activities over the reporting period as governed by Committee by-law. The Committee continues to be guided by the 2017 Milford Town Meeting Survey.

Committee Activities and Accomplishments

- Organized and hosted Pre-Town Meeting Forums for the May 20, 2019 Annual and the October 28, 2019 Special Town Meetings. Although attendance was disappointing, those that attended found the forums to be productive (see table below). Positive and constructive comments were also submitted. The most common comment centered around poor attendance.

Pre-Town Meeting Forums - Questionnaire Responses							
Ranking	1	2	3	4	5	Total	Continue the Forum
	Completely Unproductive	Somewhat Unproductive	Somewhat Productive	Mostly Productive	Highly Productive		
May 15, 2019			4	30	15	49	46
			8%	61%	31%	100%	94%
October 20, 2019			5	12	11	28	27
			18%	43%	39%	100%	96%
October 9, 2018	Questionnaire Not Provided						

Notwithstanding Town Meeting Members disappointing response to the Committee's request to recommend Articles to be addressed at the forum and attendance, the Committee decided to continue the forums.

An abbreviated electronic voting demonstration was conducted at the October 28th forum. 73% of respondents gave the electronic voting demonstration a favorable rating.

A decision was made not to conduct a forum for the June 29th Annual Town Meeting due to COVID-19 pandemic safety concerns.

- Two petitions were submitted to the Committee by a Town Meeting Member for consideration. One dealt with the disclosure of a financial conflict of interest by a Town Meeting Member, and the other dealt with Town Meeting Member attendance. After due deliberations, the Committee voted not to sponsor articles for both petitions. For additional information see Committee meeting minutes dated, respectively, September 9, 2019 and December 16, 2019.
- Upon a recommendation of the Committee, the Finance Committee updated its 2012 Long Term Capital Plan to 2019 which can now be found on the Town Website under the Finance Committee's page.
- In response to the 2017 Town Meeting Member Survey wherein Town Meeting Members favored presenting financial data in graphic form, the Committee provided the Finance Director with examples of bar graphs, pie charts, and so forth for his consideration. He was receptive to the initiative and took the matter under advisement.
- Provided a recommendation to the Moderator to form lines of speakers in the two aisles to improve speaker recognition which was implemented at the October 28, 2019 Special Town Meeting on a trial basis.

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE

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6. Provided a recommendation to the Finance Committee to update Section 5 of the Standing Votes of the Town Meeting with respect to the rule's language and the dollar amount of capital expenditures. The Finance Committee was receptive to the recommendation and took the matter under advisement.
7. The 2017 Town Meeting Member Survey favored investigating the use of electronic voting for town meetings. A study has progressed to the point where the October 28, 2019 Special Town Meeting approved a demonstration of electronic voting by conducting the 2020 Annual Town Meeting using that technology. Preparations and contract negotiations with a service provider (Option Technologies International) were well underway when an uncertainty arose as to when and where the 2020 Annual Town meeting would be held due to the COVID-19 pandemic. This has resulted in the postponement of the demonstration.

The Committee is sponsoring an article for the 2020 Annual Town Meeting (scheduled for June 29th) which, if approved, will authorize an electronic voting demonstration to be scheduled for a future Annual or Special Town Meeting as approved by the Committee.

8. In preparation for a planned post electronic voting demonstration survey, a "mock survey" was prepared utilizing Survey Monkey (a commercially available service) for the Committee to become familiar with the software's features and tools. It was distributed to 25 selected Town Meeting Members in early June 2020.
9. Development of the Town Meeting Procedural Guide and Handbook continues with completion expected by the end of this year.
10. The Committee is reviewing the practice of reading main motions twice, once by the sponsor and repeated by the Moderator.

Committee Administration

The Committee was established for the sole purpose of improving, and thereby preserving, our Town Meeting. Town Meeting Members are encouraged to take advantage of its potential by participating as an applicant, by petitioning the Committee to consider ideas for improvement, or to express concerns.

The Committee's continuous self-evaluation has resulted in the following organizational structure: The nine Committee members appointed by the Moderator are supported by five participating applicants and four consultant volunteers, all of whom are Town Meeting Members. There are currently two named Sub-committees: Pre-Town Meeting Forum and New Town Meeting Member Orientation. Study groups of not more than four persons are assigned to research topics under consideration and report their results to the Committee.

The Pre-Town Meeting Forum Sub-committee is chaired by the Committee's Chairman, while the New Member Orientation Sub-committee is chaired by the Committee's Clerk. A recruitment program for new applicants is an on-going concern headed up by the Committee's Vice-chairman.

The Committee continues to address the following initiatives:

1. improving the process to amend main motions;
2. developing guidelines for answering questions raised at Town Meeting; and,
3. researching and recommending ways to improve the presentation of land and zoning articles.

Financial Report

October 15, 2018 Appropriation -----	\$5,000.00
Expenditures to date -----	<u>958.75</u>
	Account Balance \$4,041.25

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Finally, the Committee extends its appreciation for the support and cooperation it has received from Richard A. Villani, Esq., Town Administrator, and all Town Boards, Departments, Committees, and Commissions that it has called upon over this reporting period.

Respectfully submitted,

Signature

Reno DeLuzio, Chairman