

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
TOWN HALL
52 MAIN STREET MILFORD, MA 01757

September 22, 2021

Dear Town Meeting Members:

The Milford Town Meeting Study and Improvement Committee is sponsoring a Pre-Town Meeting Forum which will be held on **Monday, October 18, 2021 at 7:00 p.m.** either in-person in the Upper Town Hall or remotely via Zoom as determined by Covid-19 restrictions. **Please mark your calendar.**

The purpose of the Pre-Town Meeting Forum is to provide an opportunity for Town Meeting members, as well as members of the public, to obtain answers to questions they may have regarding some of the Articles contained in the **October 25, 2021** Special Town Meeting Warrant.

Sponsors of Articles will be available to make brief presentations and to answer questions. Participants are encouraged not to advocate for or against a particular Article. No votes or decisions concerning any of the Articles in the Warrant will be made at this forum.

When the Warrant becomes available on the Town Website you will receive another email (with the Warrant as an attachment) requesting you to select the articles you would like to see addressed at the Forum.

The Forum's success is primarily based on two factors which are in your control:

1. Submitting Articles for discussion.
2. In-person or remote attendance at the Forum to ask questions and thereby become better informed.

Please find attached the Ground Rules for an in-person Forum. You will receive revised Ground Rules if the Forum will be held remotely via zoom.

Thank you in advance for your co-operation.

Regards,

Reno DeLuzio

Reno DeLuzio, Chairman
Town Meeting Study and Improvement Committee

Attachment: Pre-Town Meeting Forum Ground Rules (In-Person Participation)

TMM#1A

PRE-TOWN MEETING FORUM GROUND RULES
(IN-PERSON PARTICIPATION)

GENERAL

- ARTICLES ARE CHOSEN FROM THOSE SUBMITTED WITH THE HIGHEST NUMBER OF RESPONSES.
- NO MORE THAN 10 ARTICLES UNLESS TIME PERMITS.
- THE TOWN MODERATOR WILL CHAIR THE FORUM.

SPONSORS

- DO NOT READ THE ARTICLE.
- GIVE A BRIEF (3 MINUTE) DESCRIPTION OF THE PURPOSE AND CONTENT OF THE ARTICLE.
- DO NOT ADVOCATE FOR OR AGAINST THE ARTICLE.
- REPEAT THE QUESTION
- ANSWER QUESTIONS DIRECTLY OR REFER TO AN ASSOCIATE.
- SLIDES OR HANDOUTS OF SUPPORTING MATERIALS (MAPS, CHARTS, DOCUMENTS, ETC.) ARE ENCOURAGED. SUGGESTED QUANTITY OF HANDOUTS IS 75 COPIES. PROVIDE SLIDES TO THE IT DEPT. IN ADVANCE.

AUDIENCE

- HAVING THE WARRANT AVAILABLE (HARD COPY OR VIA ELECTRONIC DEVICE) IS ADVISABLE.
- ADDRESS QUESTIONS TO THE PERSON PRESENTING THE ARTICLE.
- QUESTION AND ANSWER PERIOD FOR EACH ARTICLE:
 - FORM A LINE AT ONE OF THE TWO MICROPHONES ON THE FLOOR.
 - ASK A QUESTION – DO NOT ADVOCATE FOR OR AGAINST THE ARTICLE.
 - IF THE ANSWER IS UNSATISFACTORY A FOLLOW UP QUESTION MAY BE ASKED.
 - IF ANOTHER QUESTION IS REQUIRED, STEP TO THE BACK OF THE LINE. IF THE ANSWER IS UNSATISFACTORY, A FOLLOW UP QUESTION MAY BE ASKED.
 - PLEASE AVOID REPETITIVE QUESTIONS.
 - THE MODERATOR WILL ALTERNATE BETWEEN THE TWO MICROPHONES.