

**TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
(TMSIC)**

**TOWN HALL
52 MAIN STREET
MILFORD, MA 01757**

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Tuesday, January 21, 2020, in Room 14 of the Town Hall. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were seven members of the Committee: Renaldo A. DeLuzio (Chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Susan Marie Hastert, Bartholomew R. Lawless (Vice-chairman), Kathryn L. Mastroianni, and Jose M. Morais. Two members of the Committee were absent: Richard A. Heller and Steven J. Trettel. Three Participating Applicants to the Committee were present: Christine Crean, B. Gregory Johnson and Brian W. Long. Two Non-Participating Applicants to the Committee were present: Michael Barron Aghajanian and Keith M. Gattozzi. One Consultant Volunteer to the Committee was present: Bryan Cole. No one from the public was present.

1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of January 15, 2019 were accepted as read.

Administrative Items

- Chairman DeLuzio reviewed the letter the Committee requested be drafted to thank Richard A. Villani, Esq., Town Administrator and the Information Technology Department for the improvements made to the audio/visual system at Upper Town Hall.

The letter was accepted by unanimous consent and placed on file. The letter shall be duly sent to Atty. Villani.

- Chairman DeLuzio reminded Committee members of their responsibility to file an acknowledgement of receipt of the Summary of the Conflict of Interest Law with Amy E. Hennessy Neves, Town Clerk.
- Chairman DeLuzio gave an update on the purchase of SurveyMonkey. He informed the Committee that an invoice was received from SurveyMonkey; however, the invoice does not reflect the Committee's tax-exempt status through the Town. This has delayed the procurement process.

[Mr. Johnson entered the room at 7:27 p.m.]

Zachary Taylor, Finance Director, suggested to Chairman DeLuzio that the Committee authorize the Chairman to approve all invoices generated by the Committee to streamline and expedite the process.

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Vice-chairman Lawless moved that the Committee Chair, or the Vice-chair in the Chair's absence, be authorized to approve all invoices and transfers for the Committee's general expenses in accordance with the Town Accountant's policies and procedures.

Ms. Mastroianni moved to amend the motion as follows (deletions are in "red, strikethrough" font and additions are in "green" font): the Committee Chair, or the Vice-chair in the Chair's absence, be authorized to approve ~~all~~ invoices and transfers ~~for the~~ of all pre-approved Committee's general expenses in accordance with the Town Accountant's policies and procedures.

The motion to amend was carried 7 in favor; 0 opposed.

The motion as amended was carried 7 in favor; 0 opposed.

2. Invitation to Speak

No one from the public was present; all Applicants to the Committee declined an invitation to speak.

3. Recruitment Policy Revision

Mr. Lawless reviewed the revisions to the Recruitment Policy: while the concept is unchanged, the procedures have been formalized and more responsibilities have been placed on the Chairman.

The Policy was accepted by unanimous consent and placed on file.

Mr. Lawless will provide the Committee with an update at the next regular meeting of the Applicants on file at the Town Clerk's office.

4. Electronic Voting Initiative – Status

Chairman DeLuzio provided an update on the electronic voting initiative.

- Composition of the Study Group – Chairman DeLuzio, Mr. Trettel and Mr. Cole
- Review of the Electronic Voting Timeline
- Review of the Plan Summary and Detail Plan

The Timeline, Plan Summary and Detail Plan were accepted and placed on file.

Chairman DeLuzio noted that the electronic voting ground rules for the Annual Town Meeting were being developed subject to the approval of Michael J. Noferi, Esq., Town Moderator. To that end, Mr. Trettel is working with Option Technologies International on the mechanics of electronic voting and the features to use. By general consent, the Committee agreed that the Annual Town Meeting should demonstrate as many features of electronic voting as possible.

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The biggest concern for the Study Group is the survey and using effectively SurveyMonkey's software program. By general consent, the Committee agreed that mock surveys should be used to test the software program prior to the Annual Town Meeting, and that the survey should be conducted as soon as possible after the Annual Town Meeting. Furthermore, the Committee suggested that the Study Group should inquire if OTI could advise and support the Committee on the survey as part of its scope of services.

5. Financial Information in Graphic Form

Chairman DeLuzio noted that the Town cancelled its contract with ClearGov Inc. ClearGov provides municipalities with a turnkey transparency platform that transforms complex financials into easy-to-understand infographics. The infographics ClearGov provided on the Town were found on a tab on the Town's webpage entitled "Financial Transparency." The goal of ClearGov is to provide clarity to a town's financial information, as well as allowing the user to compare that town's financial performance and health with other municipalities in the Commonwealth that use ClearGov.

By general consent, the Committee agreed that a mistake was made by the Town's administration in cancelling the contract. The Committee opined that ClearGov provides vital financial information to the taxpayers, both residential and commercial, as well as to prospective individuals and families looking to settle in Milford and business looking to relocate to Milford.

The Committee directed Chairman DeLuzio to confer with Mr. Taylor, Finance Director, on the matter.

6. Proposal to Establish an Executive Committee

Chairman DeLuzio informed the Committee of Vice-chairman Lawless concern of keeping the Vice-chair better informed of the Chair's interactions with the Town's various officials; progress of Study Groups on assigned tasks; and updates on the proceedings of the various Sub-committees. To that end, Chairman DeLuzio and Messrs. Lawless and Bon Tempo have met informally on two occasions. At their second meeting, it was thought best to make the arrangement formal by amending the Duties and Responsibilities of the Committee to include an Executive Committee.

Mr. Bon Tempo moved to amend the Duties and Responsibilities by inserting a new section entitled Executive Committee which shall provide as follows:

VI – Executive Committee

The Executive Committee shall consist of the Chair, Vice-chair and Clerk.

The Executive Committee may meet from time to time to discuss:

- a) matters before the Committee;
- b) matters for the Committee's consideration; and
- c) Committee organization, task assignments and scheduling.

The Committee shall not execute any matter before the Committee without Express authorization to do so.

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The motion was carried unanimously.

[Bryan Cole entered the room at 8:47 p.m.]

7. New Town Meeting Member Orientation Program Study – Status

Chairman DeLuzio gave an update on the study. The study is in the information gathering phase. A miscommunication between the Chairman and Mrs. Crean regarding the initial task was clarified.

Research has begun by Mrs. Crean to investigate other towns that may have programs which we could model. Ms. Hastert stated that she would share with Mrs. Crean information she gathered from her study of the Town Meeting Mentor Program that might be applicable to the orientation program.

Mr. Cole advised making the program as interactive as possible using a combination of text, videos and role-playing.

8. Asking Questions at Town Meeting Study – Status

Chairman DeLuzio related that the study being conducted by Ms. Hastert and Mr. Long is on-going. Ms. Hastert provided three examples from the handbooks of other towns on the handling of questions at town meetings. She will continue to investigate additional towns. Mr. Long will pursue reviewing videos of other town meetings.

Mr. Bon Tempo will provide Ms. Hastert and Mr. Long with a list of towns with a representative town meeting format and the parliamentary manuals they use to conduct their respective town meetings.

The meeting adjourned at 9:05 p.m.

Michelangelo Bon Tempo
Clerk

Approved
February 18, 2020