

**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, February 18, 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 five members of the Committee: Renaldo A. DeLuzio (Chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Richard A. Heller, and Bartholomew R. Lawless (Vice-chairman). Four members of the Committee were absent: Susan Marie Hastert, Kathryn L. Mastroianni, Jose M. Morais and Steven J. Trettel. Two Participating Applicants to the Committee were present: B. Gregory Johnson and Brian W. Long. No one from the public was present.

Part A.

1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of January 21, 2019 were accepted as read.

2. Invitation to Speak

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

3. Town Meeting Article Submission Forms

a) Standing Vote Amendment regarding Term Limits: Chairman DeLuzio reviewed the recommendations made by Charles D. Boddy, Jr., Esq., Town Counsel, with respect to Section (b) of the Committee's Standing Vote.

- Committee Appointments: provisions for establishing the Committee are no longer applicable and have been deleted.
- Term of Office: currently a committee member's term is limited to two Town Meeting terms which can vary substantially depending on when appointed. Language was changed to reflect the objective to limit a member's term to 6 years. Also, language was added to avoid any administrative issues, and to maintain awareness of members' term expiration dates.
- Committee Vacancies: deleted reference to two Town Meeting terms in lieu of 6-year term as stated above.
- Termination of Membership: concurred with resigning to the Moderator but recommended delivery to Town Clerk to time stamp and retain the record.
- Subcommittees: since the desire to have Applicants serve on subcommittees was deleted under 'Committee Appointments', it was added under a new heading.

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Mr. Lawless moved to accept the recommendations of Atty. Boddy.

The motion was carried 5 in favor; 0 opposed.

Atty. Boddy's recommendations were placed on file.

During the discussion on the recommendations the following action item was identified: to amend the Duties and Responsibilities of the Chairman such that the Chairman will send the attendance record of Committee members and Applicants to the Moderator by May 1 of each year.

b) Committee Budget: Chairman DeLuzio reviewed the Committee's funding request article for the May Annual Town Meeting warrant. Dr. Heller moved to submit the article to Zachary Taylor, Finance Director, for review and final language.

Mr. Lawless moved to amend the 'Background' information on the Article Submission Form as follows: under 1. delete the words "Consultant fees" and insert in its place the word "Costs" so that the phrase reads "Costs associated with:", and under 2. delete the words "the 50 +/-" and the phrase "or do not wish to provide their email address to the Town Clerk" so that the phrase reads "distributing information via U.S. mail to TM members who do not use email."

The motion to amend was carried 5 in favor; 0 opposed.

The motion as amended was carried 5 in favor; 0 opposed.

The Article Submission Form as amended was placed on file.

#### 4. Electronic Voting Initiative – Status

Chairman DeLuzio provided an update on the Detail Plan for electronic voting.

- items in blue font are additions to the letter being drafted to send to Option Technologies International
- item 7 would entail additional consultant fees
- a copy of Mr. Trettel's letter to OTI was reviewed and placed on file

The Detail Plan as amended was accepted and placed on file.

Chairman DeLuzio provided an update on Bryan Cole's (Consultant Volunteer) progress with Survey Monkey. Mr. Cole provided a list of questions for a mock survey for Committee members to take in order to familiarize the Committee with the editing and reporting tools available.

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5. Recruitment Program Status

Mr. Lawless distributed a monthly report on the status of the recruitment program. Mr. Lawless was uncertain with respect to the status of David Denlinger, Precinct 7. Dr. Heller stated he would contact Mr. Denlinger.

Mr. Lawless inquired if Committee members had any other Town Meeting member in mind to approach. Mr. Clark stated he would contact Scott A. Vecchiolla, Precinct 1.

The monthly status report was accepted and placed on file.

Part B.

1. Financial Information in Graphic Form – status

Chairman DeLuzio provided an update on several conversations he had with Zachary Taylor since early January 2020 about the Town discontinuing the service provided by ClearGov Inc. At a meeting held on January 30<sup>th</sup>, Mr. Taylor indicated his office's willingness to co-operate in providing financial information in graphic form.

For the Committee's review, Chairman DeLuzio prepared a few examples of financial information in graphic form modeled after ClearGov's graphics which used to be available on the Town's website. The examples were placed on file and by unanimous consent the Committee requested that Chairman DeLuzio forward them for Mr. Taylor's review and approval.

2. New Town Meeting Member Orientation Program Study – status

No update was available as Christine Crean, Participating Applicant, was not present.

3. Asking Questions at Town Meeting Study – Status

Mr. Long reviewed the list of towns with representative town meetings provided by Mr. Bon Tempo. Mr. Long found much variation from town to town. He will compile several videos for members to review.

While reviewing town meeting videos from Auburn, Mr. Long across a different way of handling main motions that may save time at Town Meeting. He will send a link to Committee members for review.

The meeting adjourned at 9:15 p.m.

Michelangelo Bon Tempo  
Clerk

Approved

April 23, 2020