

**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 Thursday, April 23, 2020, via a Vast conference call. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were nine members of the Committee: Renaldo A. DeLuzio (Chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Susan Marie Hastert, Richard A. Heller, Bartholomew R. Lawless (Vice-chairman), Kathryn L. Mastroianni, Jose M. Morais and Steven J. Trettel. Two Participating Applicants to the Committee were present: Christine Crean and B. Gregory Johnson. No one from the public was present.

Administrative Items

Chairman DeLuzio reviewed the protocol for a meeting being held via a Vast conference call.

Chairman DeLuzio took a roll call of members of the Committee and Participating Applicants present. Present for the roll call were Chairman DeLuzio, Mr. Bon Tempo, Mr. Clark, Mrs. Crean, Dr. Heller, Mr. Johnson, Mr. Lawless, Ms. Mastroianni, Mr. Morais and Mr. Trettel.

Chairman DeLuzio read a statement from Charles D. Boddy, Jr., Esq., Town Counsel, regarding the conduct of public meetings via remote participation post COVID-19 under Governor Charlie Baker's March 12, 2020 Executive Order modifying certain requirements of the Open Meeting Law.

Part A.

1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of February 18, 2019 were accepted as read.

2. Invitation to Speak

No one from the public called into the conference call; the Participating Applicants present declined an invitation to speak.

[Ms. Hastert entered the meeting at 7:25 p.m.]

3. Mock Survey Preparations

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Chairman DeLuzio reviewed the Mock Survey recipient list which delineates how individuals participating in the mock survey will respond using either e-mail or U.S. mail. Chairman DeLuzio informed the Committee that Bryan Cole, Consultant Volunteer, identified some limitations to Survey Monkey: it cannot accommodate responses from two recipients sharing the same e-mail address, and it cannot accommodate a U.S. mail recipient responding via e-mail.

Mr. Johnson recommended a work around for the former limitation, which was taken under advisement by Chairman DeLuzio. For the latter, all U.S. mail recipients will have to respond via U.S. mail and then those responses will have to be manually entered by the Committee.

Chairman DeLuzio will update the recipient list to reflect these limitations.

Furthermore, in his review, Chairman DeLuzio identified a limitation in the subscription service the Committee purchased from Survey Monkey: the current subscription allows for only one user with two devices on the account. He recommended an upgrade to the next level of subscription which allows for three users with two devices each on the account. The additional cost would be \$574.

Mr. Trettel made a motion to spend no more than \$600 to upgrade the Committee's subscription service to Survey Monkey.

Chairman DeLuzio took a voice vote, and then requested that Mr. Bon Tempo read the members names to facilitate a roll call vote.

Chairman DeLuzio	aye	Ms. Mastroianni	aye
Mr. Clark	aye	Mr. Morais	aye
Ms. Hastert	aye	Mr. Trettel	aye
Dr. Heller	aye	Mr. Bon Tempo	aye
Mr. Lawless	aye		

The motion was carried unanimously, 9 in favor; 0 opposed.

Chairman DeLuzio reviewed the questions for the mock survey and noted that Mr. Lawless and Ms. Hastert commented that questions 5 and 6 should be more generic. Mr. Lawless made the following suggestions:

5. How many times have you used the Charles River Trail: 0 to some number of times
6. Have you noticed a change in downtown Milford? Yes or No

By unanimous consent, the Committee agreed to the changes.

4. Electronic Voting Demonstration Issues and Plans

Given that the Annual Town Meeting has been postponed to a "to be determined date" due to the COVID-19 pandemic; the unresolved contract issues with Option Technologies International;

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and the impact the pandemic may have on OTI's business model, Chairman DeLuzio sought the advice of Atty. Boddy, Town Counsel, and asked him to prepare an article for the upcoming Annual Town Meeting warrant that would relieve the Committee of its obligation to conduct the 2020 Annual Town Meeting using electronic voting. He also requested that Town Counsel not specify a particular town meeting and leave that decision to the Committee's discretion.

Atty. Boddy prepared a draft of an article and due to time constraints with the closing of the warrant, Chairman DeLuzio requested that the article be submitted for the warrant with the caveat that if the Committee did not agree with the language of the article, it reserved the right to amend the article at the 2020 Annual Town Meeting.

Chairman DeLuzio read the draft of the article as follows:

To see if the Town will vote to amend its action under Article 38 of the October 18, 2019 Special Town Meeting which authorized the one-time trial of (anonymous) electronic voting equipment by deleting the language "the 2020 Annual Town Meeting" and inserting in its place instead the language "at any annual or special town meeting as voted upon and approved by the Town Meeting Study and Improvement Committee," or take any other action in relation thereto.

Dr. Heller moved to accept the language of the article as read and to validate Chairman DeLuzio's action to have Atty. Boddy submit the article for the 2020 Annual Town Meeting warrant.

Dr. Heller and Mr. Trettel agreed with Chairman DeLuzio's assessment that the 2020 Annual Town Meeting would not be the optimal town meeting to present electronic voting.

Mr. Johnson suggested that for the phrase "at any annual or special town meeting as voted upon and approved by the Town Meeting Study and Improvement Committee" the word 'an' be substituted for 'any.' Chairman DeLuzio stated that he would bring the wording to the attention of Atty. Boddy.

Chairman DeLuzio took a voice vote, and then requested that Mr. Bon Tempo read the members names to facilitate a roll call vote.

Chairman DeLuzio	aye	Ms. Mastroianni	aye
Mr. Clark	aye	Mr. Morais	aye
Ms. Hastert	aye	Mr. Trettel	aye
Dr. Heller	aye	Mr. Bon Tempo	aye
Mr. Lawless	aye		

The motion was carried unanimously, 9 in favor; 0 opposed.

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Mr. Trettel reviewed items 1 through 4 found in the handout entitled *E-Voting 2020 Annual Town Meeting Preparation Issues (Draft 4-21-20)* for conducting electronic voting at Town Meeting.

On item 1, Mr. Trettel reported that if the 2020 Annual Town Meeting were held in June, OTI is still willing and able to provide the service at the same agreed upon fee. However, the issue of the number of weeks in advance of the “to be determined date” for the procurement agreement to be signed to reserve the electronic voting equipment is unresolved. Mr. Trettel will follow up with OTI on this matter.

On item 2, Mr. Trettel reported that the OTI procurement agreement issues raised by Atty. Body, Town Counsel, need to be resolved. OTI requested the Committee’s assistance in resolving the contract issues.

Mr. Lawless requested additional information on the issues raised by Town Counsel. Chairman DeLuzio reported that the main issue was the postponement of Town Meeting from its original date of May 18<sup>th</sup> to a “to be determined date.” Furthermore, there were two or three other issues dealing with the technical, legal language of the contract that have not been resolved between Town Counsel and Mark Fite, President/CEO of OTI.

On item 3, Mr. Trettel reported that OTI recommended 2 or 3 volunteers who are not Town Meeting members to distribute and to retrieve handsets, respectively, at the beginning and at the end of the meeting. Furthermore, Mr. Trettel commented that if the Committee cannot get volunteers, then the Committee will have to see what the Amy E. Hennessey Neves, Town Clerk, can provide and at what cost.

Ms. Hastert raised the issue of the sanitization of handsets prior to distribution and upon retrieval, which Chairman DeLuzio took under advisement.

On item 4, Mr. Trettel reported that OTI will provide the Committee with a one-page user’s guide for operating the handset at no charge. The Committee would then be responsible for providing sufficient copies for a town meeting.

On item 5, Chairman DeLuzio reported that a floor plan for Upper Town Hall was developed in collaboration with Michael J. Noferi, Esq., Town Moderator, Mrs. Hennessey Neves, Town Clerk, and Liz Harkins, Executive Director of Milford TV. The floor plan provides for the following: the projection screen will be used throughout town meeting to display voting results; the Moderator’s podium will be moved to the left of the stage to provide an unimpeded view of the projection screen; the Town Clerk will be seated on the main floor next to the Finance Committee; and OTI will require a six-foot table in proximity to the Moderator.

The floor plan was forwarded on April 21, 2020 to Richard A. Villani, Esq., Town Administrator for his review.

The document was accepted and placed on file.

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A discussion ensued as to whether the Committee should formally cancel the use electronic voting equipment at the 2020 Annual Town Meeting. Mr. Trettel moved that the Committee not hold the demonstration of electronic voting at the 2020 Annual Town Meeting.

Ms. Hastert opined that the article prepared by Atty. Boddy for the 2020 Annual Town Meeting warrant is sufficient for the Committee not to conduct electronic voting and affords the Committee the flexibility to conduct electronic voting under better circumstances. Mr. Bon Tempo opined that the Committee does not have the authority to cancel an action adopted by Town Meeting. Mr. Lawless agreed with Mr. Bon Tempo.

Chairman DeLuzio took a voice vote, and then requested that Mr. Bon Tempo read the members names to facilitate a roll call vote.

Chairman DeLuzio	no	Ms. Mastroianni	no
Mr. Clark	no	Mr. Morais	no
Ms. Hastert	no	Mr. Trettel	aye
Dr. Heller	no	Mr. Bon Tempo	no
Mr. Lawless	no		

The motion was defeated 1 in favor; 8 opposed.

5. Establish preferred day of the week and time for future remote participation meetings

By unanimous consent, the Committee agreed to hold future meetings using Vast conference call on a Wednesday at 7:00 p.m., with the specific dates to be determined by the Chair.

Part B.

1. Twice Reading of Motions at Town Meeting

Chairman DeLuzio provided an update on a memo being prepared for Atty. Noferi, Town Moderator, on the current practice of reading main motions on articles twice (firstly by the sponsor, and secondly by the Moderator). In order to validate the assumption that the elimination of this practice would reduce the amount of time it takes to conduct a town meeting, Chairman DeLuzio requested volunteers to review the videotapes of the 2019 Annual and Special Town Meetings and record the amount of time it takes to read a main motion by a sponsor. The following individuals volunteered: Chairman DeLuzio, Mr. Bon Tempo and Mr. Johnson. Chairman DeLuzio will contact Brain W. Long, Participating Applicant, to see if he will able to volunteer his services as well.

2. Revisit Feb. 18, 2020 Meeting Minutes: Part A, 3(a) regarding applicants' attendance

Chairman DeLuzio expressed his reservations with respect to the Committee's approval at the regular meeting of February 18, 2020 of an amendment to the Duties and Responsibilities of the

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Chairman, whereby the Chairman, on a yearly basis, would be required to inform the Town Moderator of a members' and Participating Applicants' attendance record at Committee meetings.

Chairman DeLuzio requested that the Committee revisit its action at a future meeting.

The meeting adjourned at 8:53 p.m.

Michelangelo Bon Tempo  
Clerk

Approved

May 20, 2020