

Application to Town Meeting Study and Improvement Committee (TMSIC)

Dear Town Meeting Member:

The Town Meeting Study and Improvement Committee (the Committee) was established by the October 30, 2017 Special Town Meeting. The Committee adopted a policy to include those applicants who were not appointed as Committee Members by the Moderator to participate in this initiative for two reasons:

1. Since they are the group from which committee vacancies are filled, it is a way to keep them up to date and thereby reduce the learning curve should they be called upon.
2. To provide another resource for new and innovative ideas

Currently there are several applicants that have volunteered to participate on sub-committees. However, there is ample opportunity for more participation especially for those who may have some particular experience or expertise to address the following duties of the Committee

The duties of the Committee shall undertake shall include, but not be limited to the following:

- 1) Periodically conduct surveys of the Town Meeting Members to assess their level of satisfaction, their issues, and their recommendations for improvement.
- 2) Develop and maintain a comprehensive Town Meeting Handbook including presentation guidelines.
- 3) Take responsibility for the education and orientation of new Town Meeting members.
- 4) Communicate with Town Meeting members and the general public about Town Meeting through various means including the use of Information Technology.
- 5) Assess the adequacy and timeliness of information provided by Warrant Article sponsors and Advisory Committees, Boards, and Commissions, and make recommendation to said Advisory Committees, Boards, and Commissions for improvement.
- 6) Assess the adequacy of the physical facilities (e.g., Seating, Audio/Visual Systems, etc.) and make recommendations to the appropriate Town Board or Department for improvement.
- 7) Organize pre-town meeting forums.
- 8) The Committee shall perform such other duties as Town Meeting shall determine from time to time.

PLEASE BE REMINDED THAT THIS COMMITTEE IS YOUR COMMITTEE WHOSE SUCCESS DEPENDS UPON YOUR SUPPORT AND PARTICIPATION IF YOU ARE SO INCLINED.

INSTRUCTIONS: Use this form to apply for consideration to become a member of the Town Meeting Study and Improvement Committee. Please note that you must be an elected member of the Milford Representative Town Meeting

I (Please Print) Date
hereby apply for consideration to become a member
of the Town Meeting Study and Improvement Committee.

Address: Email:

Phone: Applicant's Precinct:

APPLICATIONS MAY BE SUBMITTED TO THE TOWN CLERK AT ANY TIME TO BE CONSIDERED FOR COMMITTEE MEMBERSHIP APPOINTMENT OR TO SERVE ON SUB-COMMITTEES.

Submit via U.S. Mail or in Person to:

Town Hall
52 Main St.
Town Clerk, Room 12
Milford, MA 01757

Submit via email to Town Clerk