

NOTICE OF MEETING

Board, Commission, or Committee **Town Meeting Study and Improvement Committee**

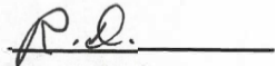
Date and Time of Meeting **Monday, February 13, 2023 at 6:30 P.M.**

Place of Meeting: **Town Hall, Room 14**

Matters Anticipated being subject of discussion:

AGENDA

1. Approve previous meeting minutes
2. Invitation to speak
3. TMSIC Annual Report
4. Town Meeting Member's Email Address Authorization Status
5. Revisit Jan. 9th Motion -- Proposed Survey Questions Re: Communicating with Town Meeting Members via Email.
6. TMSIC May 22, 2023 Town Meeting Warrant Articles
7. TMSIC's Future
 - a) TMSIC Initiatives
 - b) Expiring Terms of Office
 - c) Recruitment Program


Reno DeLuzio
Chairman

Date: 2/7/23

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Town Meeting Study and Improvement Committee
(TMSIC)
(Reporting Period: February 23, 2022 through February 13, 2023)
(Draft 2-5-23)

The Town Meeting Study and Improvement Committee (the “Committee”) was established by Article 15 of the October 30, 2017 Special Town Meeting. The Committee was organized in January 2018.

The following is a summary of the Committee’s progress and activities over the reporting period as governed by Committee by-law. The Committee continues to be guided by the 2017 Milford Town Meeting Survey.

Committee Accomplishments and Activities

Pre-Town Meeting Forum Program

Given the low participation, the Committee could not justify the time and resources required to continue the program. At the Committee’s request, the October 24, 2022 Special Town meeting voted to delete “Organize Pre-Town Meeting Forums” from its enumerated duties. Going forward, the degree and manner of asking questions at Town Meeting will be as instructed by the Moderator and as will be described in the Milford Town Meeting Procedural Guide now being developed by the Committee. Although the desired objective was not achieved, the Pre-Town Meeting Forum experiment was worth pursuing.

Town Meeting Member (TMM) Survey Development

This initiative turned out to be a much more significant effort than originally thought. There was a steep learning curve in becoming adept at using a commercially available survey program (Momentive Inc./Survey Monkey). A 25 question survey questionnaire was completed and sent to various town officials for comment. None were received. The survey is now in the test phase amongst Committee members.

Although one of the Committee’s enumerated duties is to periodically conduct TMM Surveys, Town Counsel advised that Town Meeting Members have to authorize the use of their email address for said purpose. The Committee is currently preparing an Authorization Affidavit. The Committee does not have access to TMM email contacts list. All emails are sent via the IT Dept.

The Committee’s goal is to request the TMM’s authorizations and send the invitations to take the survey before the May 22, 2023 Annual Town Meeting.

Town Meeting Procedural Guide

A draft of the guide was sent to the select group of Town Meeting Members with various years of town meeting experiences for their review and comments. Currently awaiting their responses.

Electronic Voting

E-voting for the May 23, 2022 ATM was not implemented as planned for various reasons. The E-voting is now planned for the May 22, 2023 ATM. The Director of Information Technology is planning to conduct a trial run in advance of the Town Meeting.

TMSIC’s Future

The Committee is evaluating its capabilities to fulfill its enumerated duties and as guided by the 2017 Survey results going forward. Currently there is insufficient Town Meeting Member participation as evidenced from the disappointing Pre-Town Meeting Forum experience, poor

response from the Committee members' personal outreach initiative in 2019, and only three applications now on file, none of whom are active Participating Applicants. No new applications have been filed since 2019. In addition, four members' 6-year terms will expire in 2024. The Chairman's term expires on Jan. 24, 2024.

The Committee will be exploring various approaches to encourage more Town Meeting Member participation in advance of the Oct. 2024 STM. The results of this effort, together with a member of the Committee being willing to accept the nomination for Chair, will determine whether or not the Committee will recommend its dissolution at the Oct. 2024 STM.

The survival of the Committee depends upon Town Meeting Members sufficiently valuing its Committee's work to come forward to participate in any of the three capacities cited below. More on this issue will be presented in the coming months.

Committee Administration

The nine member Committee was established for the sole purpose of improving, and thereby preserving, our Town Meeting. Town Meeting Members are encouraged to take advantage of its potential by participating in one of three ways:

1. By submitting an application form to be considered for Committee membership.
2. As an applicant, by requesting to be designated a Participating Applicant (all Committee Member privileges except for voting on motions).
3. By requesting to be considered a Volunteer Consultant to offer your expertise as the Committee may require.

Application Forms can be found on the Town Website under Town Meeting Study and Improvement Committee.

Committee Membership

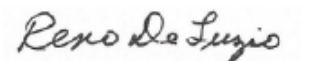
There has been turnover in membership. Four applicants have filled vacancies as a result of the death of one member and three resignations.

Financial Report

October 15, 2018 Appropriation -----	\$5,000.00
Expenditures to date -----	958.75
Account Balance	\$4,041.25

Finally, the Committee extends its appreciation for the support and cooperation it has received from Richard A. Villani, Esq., Town Administrator, and all Town Boards, Departments, Committees, and Commissions that it has called upon over this reporting period.

Respectfully submitted,



Reno DeLuzio, Chairman