TOWN OF MILFORD
Milford, Massachusetts

NOTICE OF MEETING

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

Date and Time of Meeting   **Tuesday, February 16, 2021, via Teleconference at 7:00 P.M.**

Place of Meeting: *Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 18, and the Governor's March 15, 2020 Order concerning imposition of strict limitations on the number of people that may gather in one place, this meeting is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provide for in the order. The audio recording of the meeting (minutes) will be posted on the Town website after the conclusion of the meeting.*

Notice: Members of the public who would like the Committee to address questions, concerns or ideas are advised to email the Committee in advance of the meeting at tmsic@townofmilford.com Thank you!

Matters Anticipated being subject of discussion:

AGENDA

1. Approve the previous meeting minutes

2. Communications from the Public

3. 2021 Calendar and TMSIC Meeting Dates

4. Electronic Presentation Guidelines Revision

5. Milford Town Meeting Procedural Guide Update

6. Pre-Town Meeting Forum for the May 24, 2021 Annual Town Meeting

7. Chairman's Outreach Initiative

Reno De Luzio

Dated: 2/10/2021

Reno DeLuzio. Chairman

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.

Milford Town Meeting Electronic Presentation Guidelines
DRAFT (1-29-21)

(Note for reviewers: Highlighted text was previously approved by Town Administrator & IT Dept.)
The Town Meeting Study and Improvement Committee developed these guidelines to help improve the quality and effectiveness of presentations at Town Meeting.

Slides that complement oral presentations need to be designed for viewing for two audiences:
1. Town Meeting Attendees sitting in the Town Hall's Upper Hall.
2. Milford TV viewers either live or on replay

General Guidance
1. **Preferred slide formats:**
   a. Power Point or Adobe Acrobat are the preferred formats for slides.

2. **Equipment and Software (Town provided):**
   a. Computer with computer projector, slide advance & laser pointer
   b. Presentations must be in Windows and Microsoft Office compatible format
   c. Personal computers are not permitted.

3. **Preloading your presentation file on the Town Meeting computer**
   a. Presentations **must** be loaded prior to Town Meeting, and no later than 10:00am on the day of Town Meeting.
      - Email presentation to Andrew Diorio at adiorio@townofmilford.com, or
      - **Call the Information Technology (IT) Department (774-462-3328) to schedule providing physical media (CD/Flash Drive, etc.)**
      - IT will scan for viruses and ensure proper loading of files
   b. Provide the following information with presentation submission:
      - Contact information
      - Instructions, if any, regarding how you would like your slides advanced
   c. IT staff will not modify the content of your presentation.
   d. IT staff are also not responsible for the reliability of the presentation if it is submitted after the deadline stated above.

4. **Practice/Test Run (Strongly Recommended)**
   a. Schedule a practice/test run with the IT Department prior to the presentation by calling 774-462-3328 or email Andrew Diorio at adiorio@townofmilford.com.
   b. IT staff will provide support at the Town Meeting
   c. Be prepared to make your presentation if there are equipment problems

Recommended Slide Format
(Note for reviewers: Assumes presentation is preceded by a "Motion" slide provided by Town Counsel.)
1. **Recommended text styles:** Arial, Tahoma, and Verdana. Avoid Times New Roman

2. **Main Title Sheet:**
   a. Article # and Title text: 36-point font minimum
   b. Summary of the Article text: 28-point font minimum
   c. Information to be included (22-point font):

Sponsor	Meeting Date	Presenter's name

   d. Make Title Sheet the first and last sheet of the presentation.

3. **General Content Slides:**
   a. Title text: 36-point font minimum
   b. Text and Bullet text: 28-point font minimum
   c. Sub-bullet text 24-point font minimum
   d. Levels of bullets: 3-4 (2 recommended)
   e. Number of lines per slide
      - 6-8 lines without bullets (5-6 recommended)
      - 8-10 lines with bullets (6-8 recommended)
   f. Article number and Title text: 22-point font
   g. Colors for text and background:
      - Light Background -- Dark Font
      - Dark Background -- Light Font
      - **Avoid yellow**
   h. Bullets: The fewer -- the better to focus the viewers' attention

4. **Use of Charts, Photos, and Tables**
   a. Charts:
      - Bar Charts: Limit bars to 4-8
      - Line Charts
      - Pie Charts.
         ➢ Limit to 4-6 slices
         ➢ Contrast the most important slice either with color or by exploding the slice
         ➢ Avoid Pie Charts if possible
   b. Photos/Images: Understand the legal use of images in presentation slides by checking copyright issues.
   c. Tables.
      - Font size needs to be viewable from any location in the Upper Hall
      - Simpler is Better
      - Consider using multiple tables or slides for a lot of data

These Guidelines and PowerPoint Slide Examples that meet the above guidelines can be found by clicking by clicking here *(TMSIC/Electronic Presentation Guidelines hyperlink to be inserted here when the guidelines are released).*
(Note for reviewers: Slide Examples are not part of the print version but are attached here for your review.)

Other Guidance
1. Transitioning: The use of progressively more bullets on a series of slides dealing with the same topic is an excellent way to ensure increased attention as the presentation progresses.
2. Readability: Any text, table of numbers or comparisons, graphs, charts, pictures and maps that are not readable, especially from the last row of seating in the Upper Hall, should be provided to the Meeting as handouts.
3. Filename Saving Format: Meeting Date, Article#, Presenter's name. Example: *2018May-article 4-Jane Smith.ppt.*

Article 29. E-Voting Demonstration

To see if the Town will vote to authorize the Town Meeting Study and Improvement Committee to engage services and do all that is necessary for the purpose of a one-time trial use of Electronic Voting by conducting the 2020 Annual Town Meeting using Electronic Voting. For Electronic votes, Town Meeting Member's name shall not be recorded.

36-24-(20 forArt. # & text)

Electronic Voting Plan

- PHASE 1 (Inception - Oct. 2019)
  - ➢ Gather Research Material
  - ➢ Request Article 29 Approval

- PHASE 2 (May 2020 – Sept. 2020)
  - ➢ Conduct 2020 ATM Using E-Voting
  - ➢ Conduct Survey
  - ➢ Define E-Voting for Milford TM

36-28-24-(20 for Art. # & text)

Electronic Voting Plan

- PHASE 3 (Oct. 2020 – May 2021)
  - ➢ Oct. STM Considers E-Voting
        (IF APPROVED)
  - ➢ Procure E-Voting Services
  - ➢ Implementation - 2021 ATM

36-28-24-(20 for Art. # & text)