

## **TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE**

Report to the May 14, 2018 Annual Town Meeting  
(Reporting Period: January 29, 2018 through April 20, 2018)

The Town Meeting Study and Improvement Committee (the “Committee”) was established by a Standing Vote of the October 30, 2017 Special Town Meeting (Article 15).

The purpose of the Committee is to strengthen and thereby preserve the representative Town Meeting as the legislative branch of the Town government by:

- a) providing a continuing review of the conduct and procedures of the Town Meeting and other matters which pertain to Town Meeting.
- b) making recommendations to the Moderator and/or the Town Meeting as to the ways and means for Town Meeting to improve its procedures, operations, and attendance as said Committee deems appropriate.
- c) incentivizing more of the Town’s citizens to seek the office of Town Meeting Member.

Twenty-four Town Meeting Members submitted applications through November 2017. Atty. Michael J. Noferi, Town Moderator, appointed nine applicants to serve on the Committee in early January 2018 and called for an organizational meeting that was held on January 29, 2018. Reno DeLuzio was elected Chairman, John D. Edmondson was elected Vice Chairman and Michelangelo BonTempo was elected Clerk. The other six members were Richard A. Heller, Kathryn L. Mastroianni, Richard A. Morrison, Steven J. Trettel, Michael P. Visconti, Jr. and Andrea C. Wexler.

At this meeting, the Committee unanimously approved a policy to invite the remaining fifteen applicants to attend meetings and to participate as needed on Sub-committees. The purpose of this policy is to minimize the learning curve when an applicant is called upon to fill a Committee vacancy and to provide another resource for new and innovative ideas. Eight of the fifteen applicants volunteered to participate.

The following is a summary of the Committee’s activities and progress over the reporting period as guided by the 2017 Milford Town Meeting Survey Final Report, Addendum Comments, and duties of the Committee as enumerated in the Standing Votes of the Town Meeting. The Committee:

1. Established Committee Ground Rules and adopted Robert’s Rules of Order as its operating procedure.
2. Established a prioritized list of Survey Topics for the improvement of Town Meeting (see attachment)
3. Organized Committee Members and Participating Applicants into Sub-committees of one to four persons.
4. Assigned all the Survey Topics to the various Sub-committees.
5. Prepared Scope of Work Statements for the Survey Topics to keep the Sub-committees focused, provide guidance, document improvement ideas, and monitor progress.
6. Initially prepared six Articles for the May 14, 2018 Annual Town Meeting’s consideration. However, upon review by Town Counsel, three of the articles were deemed to be within the authority of the Town Meeting to enact and three were found to be solely within the purview of the Board of Selectmen to enact by policy.

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The three Warrant Articles are:

- 1) Article 7 - Annual Town Meeting Commencement Time 7:00 P.M.  
Town Meeting Survey Result: 82% in favor  
Committee Vote: 6 in favor, 1 opposed, 1 abstention
- 2) Article 8 – Town Meeting Ending Time  
Town Meeting Survey Result: 71% Strongly/Somewhat agree  
Committee Vote: 6 in favor, none opposed
- 3) Article 10 – Regulating Speaker Time  
Town Meeting Survey Result: 74% Strongly/Somewhat Agree  
Committee Vote: 4 in favor, 1 opposed, 1 abstention

7. In response to the Committee's recommendation, the Board of Selectmen, at their April 9, 2018 meeting, voted to enact by policy the following:
- a) for Special Town Meetings, the establishment of a commencement time of 7:00 P.M.  
Town Meeting Survey Result: 82% Strongly/Somewhat Agree
  - b) consolidation of street acceptance articles into one article  
Town Meeting Survey Result: 72% Strongly/Somewhat Agree
  - c) consolidation of routine housekeeping articles into one article  
Town Meeting Survey Result: 64% Yes, 30% No, 8% Unsure

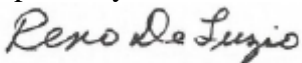
The Board of Selectmen took under advisement the establishment of standard dates for the May Annual Town Meeting and the October Special Town meeting. For example, the third Monday and subsequent Wednesday in May for the Annual Town Meeting; and the fourth Monday and subsequent Wednesday in October for the Special Town Meeting.

In conclusion, I am pleased to report that the Committee is well organized and functioning. However, the Committee's success in fulfilling its extensive enumerated duties in a reasonable period of time is dependent on two factors. The first is that more Town Meeting member participation is required and the second is the level of support and cooperation the Committee receives from all Town Boards, Committees, Commissions, and Departments.

The Committee therefore encourages Town Meeting members to seriously consider submitting an application to become a Participating Applicant, especially those who have experience or expertise to address the enumerated duties of the Committee.

And finally, the Committee is grateful for the support and cooperation it has received so far and hopes to continue to receive from all Town Boards, Committees, Commissions, and Departments that it calls upon.

Respectfully submitted,



Reno DeLuzio, Chairman

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ATTACHMENT

| Scope of Work (SOW) Revision Status as of 3/28/18 |   |  |           |
|---|---|--|-----------|
| Item #  | Survey Topic  | Revision                                 | Rev. Date |
| 1, 19(a)  | Improve Audio and Visual                                    | 1  | 3/9/18    |
| 2   | Speaker Time Guidelines/Rules                               | N/A (Article submitted for May 2018 TM)  | N/A       |
| 3   | Town Meeting Dates (including back-up days, advance notice) | N/A (Requires Selectmen's action)        | N/A       |
|   | and Time (i.e. start and end time,)                         | N/A (Articles submitted for May 2018 TM) | N/A       |
| 4   | Presentation Guidelines/Rules                               | 1  | 3/9/18    |
| 5   | Supporting Documents Guidelines/Rules                       | 1  | 3/9/18    |
| 6   | Explore Electronic Voting                                   | 1  | 3/9/18    |
| 7   | Pre-town meeting Article Education Program                  | 1  | 3/9/18    |
| 8   | New Town Meeting Member Education/Orientation Program       | 1  | 3/9/18    |
| 9,17  | Town Meeting Website -TMSIC Content (TM & TMSC Tabs Done)   | 1  | 3/9/18    |
| 10  | Town Meeting Procedures Guide (Handbook)                    | 1  | 3/9/18    |
| 11  | Improve Seating and Comfort (Layout)                        | Requires SOW                             |           |
| 12  | Improve Process to Amend Motions                            | 1  | 3/9/18    |
| 13  | Rotate Precinct Seating                                     | N/A (Implemented)                        | N/A       |
| 14  | Guidelines for Answering All Questions Raised at TM         | Requires SOW                             |           |
| 15  | Group Articles by Category for TM Efficiency                | N/A (Requires Selectmen action)          | N/A       |
| 16  | Presentation of Land and Zoning Articles                    | 1  | 3/9/18    |
| 17  | Town Meeting Member Contact Information on Website          | done (part of topic #9)                  | N/A       |
| 18  | Order of Articles (Police and School Dept)                  | N/A (Requires Selectmen action)          | N/A       |
| 19 (a)  | Microphone Placement at TM (part of topic #1)               | N/A (See topic #1)                       | 3/9/18    |
| 19 (b)  | Recognition by the Moderator                                | 1  | 3/9/18    |
| 20  | Start Town Meeting at 7PM                                   | N/A (Article submitted for May 2018 TM)  | N/A       |
|   | 13 required, 11 completed                                   |  |           |