

**TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE  
(TMSIC)**

**TOWN HALL  
52 MAIN STREET  
MILFORD, MA 01757**

Meeting Minutes

The Town Meeting Study and Improvement Committee met Monday, December 17, 2018, in Room 14 of the Town Hall. Renaldo A. DeLuzio called the meeting to order at 7:15 p.m.

Present at the meeting were eight members of the Committee: Renaldo DeLuzio, Bartholomew Lawless, Charles Clark, Susan Hastert, Richard Heller, Kathryn Mastroianni, Jose M. Morais, and Steven J. Trettel. One member of the Committee was absent: Michelangelo Bon Tempo. One Participating Applicant to the Committee was present: B. Gregory Johnson. Michael Noferi, Town Meeting Moderator, also attended.

1. The meeting opened with the introduction of Mark Fite, President, Option Technologies, and his presentation on their electronic voting products.

He distributed demo models of their G4 handset for committee members to test, and displayed the smaller, more limited K4 handset.

Mr. Fite differentiated between a town's buying the product, renting the product, and contracting for their turn-key service which would provide an OTI employee in attendance at Town Meetings.

He sampled a variety of the product 's features: Town Meeting roll call; vote count display by name, precinct, or in total; the privacy option to mask votes until the final result; on-the-fly amendment creation, on-going Quorum count, and using the '0' key for recognition to speak.

While vote data is presented on screen during a Town Meeting, the data is simultaneously saved to an Excel file.

Mr. Fite reminded the committee of OTI's pricing variability, depending on product choice, the options used, the number of meetings, as well as the percentage of electronic votes used during a Town Meeting.

Mr. Fite agreed to forward a copy of his presentation to the Committee.

2. The Committee approved Dr. Heller's motion to accept the meeting minutes of Pre-Town Meeting Forum of October 9, 2018 as presented.

The Committee approved Dr. Heller's motion to accept the November 27, 2018 meeting minutes as presented.

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3. Upon presentation of the 2019 TMSIC Meeting Calendar, Ms. Mastroianni made a motion to change the monthly meeting date to the third Monday of the month, effective March 18.

The motion was approved unanimously.

Chairman DeLuzio will distribute the revised Calendar.

4. Chairman DeLuzio reviewed the subcommittee reassignments and will distribute a revision to the Survey Topics Assignment matrix.

5. Chairman DeLuzio will meet with Town Administrator Villani to discuss Milford Town Meeting Electronic Presentation Guidelines.

6. Chairman DeLuzio discussed the upper Town Hall audio system with Andrew Diorio, Information Technology Manager, and Daniel Fournier, Technology Support Technician. The opinion of Messrs. Diorio and Fournier is that the audio system is more than adequate for its intended purpose and that audio issues are due to poor public speaking practices. Chairman DeLuzio resolved to work on speaker guidelines for Town Meeting members.

7. Atty. Noferi declined the invitation to speak; however, he did contribute during Mr. Fite's presentation.

The meeting adjourned at 9:30 p.m.

Kathryn Mastroianni for  
Michelangelo Bon Tempo, Clerk

Approved  
2/25/2019