

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

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

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, January 28, 2019, in Room 14 of the Town Hall. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were nine members of the Committee: Renaldo A. DeLuzio (Chairman), Bartholomew R. Lawless (Vice-chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Susan Marie Hastert, Richard A. Heller, Kathryn L. Mastroianni, Jose M. Morais, and Steven J. Trettel. One Participating Applicant to the Committee was present: B. Gregory Johnson.

1. Chairman DeLuzio moved and the minutes of the special meeting of January 15, 2019 were accepted as corrected.

2. a) Dr. Heller moved to spend \$384.00 for an annual subscription to Survey Monkey's survey program. The motion was carried unanimously.

b) Ms. Mastroianni moved to spend no more than \$200.00 to purchase a portable screen for the Committee's use for slide presentations. The motion was carried unanimously.

3. Chairman DeLuzio presented a revised Survey Topic Assignments. The assignments were accepted by unanimous consent and placed on file.

4. Committee members presented candidates to solicit for participation in the Committee. A list was compiled, accepted by unanimous consent and placed on file.

By unanimous consent, it was agreed that Committee members would personally contact their respective candidate(s) and that Mr. Lawless would follow up with a letter of introduction.

5. An oral status report of Sub-committee #4 (Town Meeting Procedural Guide/Handbook) was presented by Mr. Bon Tempo. Mr. Bon Tempo plans the following with respect to the town meeting procedural guide.

- complete the guide by the end of February
- meet with Atty. Michael J. Noferi, Town Moderator, to review the guide
- present the guide to the Committee at its March regular meeting

An oral status report of Sub-committee #8 (Audio/Visual Improvements) was presented by Chairman DeLuzio. Little progress has been made due to the resignation of Daniel Fournier (Technology Support Technician). The consensus of Andrew Diorio, Information Technology

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Manager, and Mr. Fournier (before his resignation) is that there is nothing wrong with the equipment. Messrs. Diorio and Fournier identified the following issues with people speaking at the podium.

- not adjusting the microphone
- not speaking into the microphone
- turning away from the microphone
- speaking too softly
- speaking too rapidly
- poor enunciation

They made the following recommendations.

- develop speaking guidelines for Town Meeting Members
- instruct the Town Meeting Members on speaking practices at the start of the Town Meeting
- try dual microphones on the current podium
- try a different podium

Chairman DeLuzio is waiting to hear back from Mr. Diorio regarding the implementation of dual microphones and a different podium. Since the resignation of Mr. Fournier, Mr. Diorio is a department of one and this is not his top priority. Chairman DeLuzio will work on speaking guidelines.

An oral status report of Sub-committee #7 (Presentation Guidelines/Rules) was presented by Chairman DeLuzio. Mr. Diorio confirmed the Information Technology Department's role with respect to the guidelines/rules. The Sub-committee is awaiting approval from Richard A. Villani, Town Administrator, to roll out the guidelines/rules to other Town departments for their comments. Lastly, there will be a need to test the guidelines/rules in upper Town Hall.

6. Chairman DeLuzio presented a draft of a memo of matters to refer to Mr. Villani that were unresolved for 2018. The memo was discussed, accepted by unanimous consent and placed on file. Chairman DeLuzio will forward the memo to Mr. Villani.

7. No one from the public was present.

The meeting adjourned at 8:40 p.m.

Michelangelo Bon Tempo  
Clerk

Approved  
2/25/2019