

**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, March 18, 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 six members of the Committee: Renaldo A. DeLuzio (Chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Kathryn L. Mastroianni, Jose M. Morais and Steven J. Trettel. Three members of the Committee were absent: Susan Marie Hastert, Richard A. Heller and Bartholomew R. Lawless (Vice-chairman). One Participating Applicant to the Committee was present: B. Gregory Johnson. Present from the public was Michael P. Visconti, Jr.

1. Chairman DeLuzio moved and the minutes of the regular meeting of February 25, 2019 were accepted as read.

2. Chairman DeLuzio gave a report on a meeting held with Richard A. Villani, Town Administrator on March 6, 2019. The following topics were discussed with Mr. Villani.

- Pre-Town Meeting Forum Announcement Letter to Boards, Departments, Committees and Commissions
- Pre-Town Meeting Forum Time Line
- Contact Protocol
- Pre-Town Meeting Forum Ground Rules
- Electronic Presentation Guidelines
- Audio Experience
- Posting Town Meeting Member names and address on the Town's Web Site

The report was not placed on file, as Chairman DeLuzio is awaiting approval of the minutes of the meeting by Mr. Villani.

3. Chairman DeLuzio gave an update on the planning status of the Pre-Town Meeting Forum.

4. Chairman DeLuzio presented revisions to the Committee's Ground Rules. The ground rules were discussed, accepted by unanimous consent and placed on file.

5. Mr. Bon Tempo gave an update on the status of a Town Meeting Handbook. Sub-Committee #4 is in the process of drafting a Procedural Guide to Town Meeting. Once completed, the Sub-committee will meet with Atty. Michael J. Noferi, Town Moderator, and Atty. Gerald M. Moody, former Town Counsel, for input before presenting the draft to the Committee.

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

6. Chairman DeLuzio gave an update on the use of third-party videos. The Committee sought and received permission from the Massachusetts Moderators Association to use its videos for educational purposes for Town Meeting members. However, Chairman DeLuzio was informed by Andrew Diorio, Information Technology Manager, that the Town of Milford does not permit the linking of third-party videos to its website.

7. No Sub-Committee reports were submitted.

8. Chairman DeLuzio moved that the Committee get a legal opinion from Charles Boddy, Town Counsel, on a proposed article for a conflict of interest by-law. The motion was carried unanimously.

9. The status of the Committee's Recruitment Program was updated and placed on file.

As part of the recruitment program, Mr. DeLuzio proposed adding a new section to the Committee's Duties and Responsibilities on Consultants. The draft of the new section was discussed and amended, and by general consent was received and placed on file.

10. There was no citizen participation.

The meeting adjourned at 9:15 p.m.

Michelangelo Bon Tempo
Clerk

Approved
4/22/2019