

**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, July 20, 2020, via a Vast conference call. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:12 p.m.

Present at the meeting were six members of the Committee: Michelangelo Bon Tempo, Charles M. Clark, Sr., Renaldo A. DeLuzio, Susan Marie Hastert, Richard A. Heller, and Jose M. Morais. Two members of the Committee were absent: Kathryn L. Mastroianni and Steven J. Trettel. Two Participating Applicants to the Committee were present: B. Gregory Johnson and Brian W. Long.

Administrative Items

Mr. DeLuzio requested that Mr. Bon Tempo take a roll call of members of the Committee present. Present for the roll call were Mr. Bon Tempo, Mr. Clark, Mr. DeLuzio, Dr. Heller, and Mr. Morais.

Mr. DeLuzio read a statement from Charles D. Boddy, Jr., Esq., Town Counsel, regarding the conduct of public meetings via remote participation post COVID-19 under Governor Charlie Baker's March 12, 2020 Executive Order modifying certain requirements of the Open Meeting Law.

Mr. DeLuzio reviewed the protocol for a meeting being held via a Vast conference call.

[Susan Marie Hastert and B. Gregory Johnson entered the meeting at 7:14 p.m.]

Mr. DeLuzio gave a brief explanation as to why the regular meeting of July 13th was cancelled: the notice did not publicize the fact that the meeting was being recorded.

1. Election of Committee Officers

Mr. DeLuzio informed the Committee of the resignation of Bartholomew R. Lawless, who had served as the Committee's Vice-chairman for the previous year. Given that resignation, Mr. DeLuzio called for nominations for Committee officers in the following order: Chair, Clerk, and Vice-chair.

Dr. Heller nominated Mr. DeLuzio for Chairman. No other nominations were forthcoming.

Mr. DeLuzio called for a roll call vote. Mr. Bon Tempo suggested that the Committee fill the nominations for the other positions and take one vote on the slate of candidates. The Committee concurred by general consent.

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Mr. DeLuzio nominated Mr. Bon Tempo for Clerk. No other nominations were forthcoming.

Mr. DeLuzio declared the nominations for the Chair and Clerk as closed and requested that Mr. Bon Tempo take a roll call vote. Mr. Bon Tempo inquired about taking nominations for Vice-chair. Mr. DeLuzio opined that the position for Vice-chair is a stand-alone issue. Dr. Heller moved to cast one vote for the proposed slate of candidates for Chair and Clerk.

Hearing no objections, Mr. DeLuzio requested that Mr. Bon Tempo take a roll call.

Mr. Bon Tempo	aye	Dr. Heller	aye
Mr. Clark	aye	Ms. Hastert	aye
Mr. DeLuzio	aye	Mr. Morais	aye

Mr. DeLuzio and Mr. Bon Tempo were unanimously chosen to the respective positions of Chair and Clerk, 6 in favor; 0 opposed.

With respect to nominations for Vice-chair, Chairman DeLuzio prefers that a member of the Committee volunteer for the position of Vice-chair, rather than a member “springing” a nomination on an other member. His recommendation is that if no volunteer is forthcoming, then the election of a Vice-chair should be deferred until the next regular meeting to allow the members an opportunity to consider volunteering for the position.

No member volunteered. By general consent, the election of a Vice-chair was postponed until the next regular meeting.

2. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of June 15, 2020 were accepted as read.

3. Communications from the Public

No communication (e-mail or U.S. mail) from the public was received in advance of the meeting by the Committee.

4. June 29th Annual Town Meeting Debriefing

Chairman DeLuzio and Mr. Bon Tempo, who were seated in the lobby outside the David I. Davoren Auditorium at the Milford High School, noted a distinct delay from the time a speaker spoke into the lobby microphone to when it was broadcast over the public address system in the lobby. There was also a noticeable echo of the audio from the public address system in the lobby due to the lobby’s poor acoustics. Because of the overlap of these three audio streams, members had difficulty in focusing on what was being said. (The echo effect also occurred when a speech given in the auditorium was broadcast into the lobby.) Mr. Johnson, who was seated further

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back in the lobby did not notice the effect; however, he noted that the sight line for the viewing screen where he was seated was obstructed. Chairman DeLuzio concurred with that observation.

When images of the auditorium were shown on the viewing screen, Mr. Johnson noted that Town Meeting members in the auditorium seemed to have greater amount of social distancing than members in the lobby. Ms. Hastert and Mr. Morais, who sat in the auditorium, concurred with that observation.

Mr. Morais noted that the audio/video experience in the auditorium was excellent and commended those involved.

Ms. Hastert noted that the closed captions on the video screen were very helpful. Mr. Johnson concurred.

Mr. Long opined that for future town meetings the cafeteria might be a more spacious venue than the lobby. Mr. Johnson and Mr. Clark concurred. Mr. Johnson further mentioned that the high school gymnasium might be a suitable alternative.

Chairman DeLuzio will share the foregoing observations with Richard A. Villani, Esq., Town Administrator.

5. Mock Survey Results

Chairman DeLuzio stated that the mock survey sent to 25 selected Town Meeting members using Survey Monkey was a success. Chairman DeLuzio singled out and thanked Bryan Cole, Consultant Volunteer, for his work on the mock survey.

6. Issues regarding Town Meeting Member Surveys using Survey Monkey

Chairman DeLuzio mentioned two issues regarding surveys using Survey Monkey. The first issue involves getting authorization from Town Hall to send the Town Meeting members' e-mail address list to Survey Monkey – a third party. Chairman DeLuzio expects that Survey Monkey's privacy policy should ensure that the list is protected, in other words it would not be distributed to other vendors. However, the issue will have to be reviewed by Atty. Boddy, Town Counsel.

The second issue, a technical one, is converting the format used by the Town Clerk to store the e-mail address list (Outlook contacts format) to Survey Monkey's required format of comma separated values file format.

On a related matter, Chairman DeLuzio stated that conducting town meeting using electronic voting is off the table due to the COVID-19 pandemic. The article submitted for the Annual Town Meeting Warrant to allow the Committee to postpone and conduct electronic voting at a future town meeting was not placed on the Warrant. The Committee was made aware of this, and in lieu of the article, a statement was prepared to inform the members that the Annual Town Meeting would not be conducted using electronic voting. However, that statement was not made.

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The article should be resubmitted for the next special town meeting.

A discussion ensued between Chairman DeLuzio and Mr. Long with respect to the recent upgrade of Survey Monkey which enabled the Committee to have three authorized administrators. Chairman DeLuzio requested and Mr. Long accepted to be the third designated administrator.

7. Town Meeting Venue Options in the COVID-19 Era

The issue of town meeting venue options due to the COVID-19 pandemic was prompted by a letter from Laura M. Wilton, Esq. to Michael A. Noferi, Esq., Town Moderator. By general consent, the Committee agreed with the premise of the letter that some form of remote participation should be made available to Town Meeting members, sponsors of Articles, and the public who cannot physically attend a town meeting in the COVID-19 era. Chairman DeLuzio will draft a letter of the Committee's support of Atty. Wilton to send to Atty. Villani, Town Administrator, and Atty. Boddy, Town Counsel.

8. Committee Meeting Schedule through December 31, 2020

Chairman DeLuzio reviewed the remaining Committee meeting dates. By general consent, the Committee agreed to change the October meeting date from the 13th to the 19th.

Please note that the following matter was not on the posted Agenda.

Chairman DeLuzio provide an update on the twice reading of main motions: of the town meetings surveyed, by adopting a single reading of main motions an average of 20 minutes of time could be eliminated from town meetings. Currently, a survey of how other towns with a limited or representative town meeting treat main motions is being conducted; that data will be incorporated into the memorandum being drafted for Atty. Noferi, Town Moderator.

The meeting adjourned at 8:14 p.m.

Michelangelo Bon Tempo
Clerk

Approved

8-17-2020