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 26, 2018, in Room 14 of the Town Hall. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:35 p.m.

Present at the meeting were five members of the Committee: Renaldo A. DeLuzio (Chairman), Michelangelo Bon Tempo (Clerk), Kathryn L. Mastroianni, Richard A. Morrison, and Andrea C. Wexler. Absent were three members of the Committee: Joanne Dillon, Richard A. Heller and Steven J. Trettel. Present were three Participating Applicants to the Committee: Janet B. Carlin, Charles M. Clark, Sr. and Susan Marie Hastert. Present was one Non-participating Applicant to the Committee: Bryan Thomas Cole. Present from the public was James Wheelock.

Chairman DeLuzio announced the appointment of Joanne Dillon to the Committee by Atty. Michael J. Noferi, Town Moderator, as a replacement for John D. Edmondson.

On March 23, 2018, Michael P. Visconti, Jr. informed the Committee of his resignation from the Committee. His letter of resignation was received and placed on file. In an e-mail dated March 24, 2108, Chairman DeLuzio responded to Mr. Visconti.

> "Needless to say, I am disappointed that you are no longer able to participate in the Town Meeting Study and Improvement Committee's (TMSIC) initiative.
>
> "Your contribution in the development of a successful Town Meeting Survey while serving as a member the Citizens for Milford's Town Meeting Working Group (TMWG) is to be commended. Although we were not on the same page on a number of issues, I appreciated hearing your points of view in that it caused me to pause and re-examine my thinking. I will miss this interaction.
>
> "On behalf of the Town Meeting Study and Improvement Committee, I wish you well and hopefully your public service to the community will continue."

The members of the Committee, especially those who served with Mr. Visconti on the Citizens for Milford Town Meeting Working Group, were in unanimous agreement with the Chair's sentiments.

Chairman DeLuzio announced that the Committee will be placed on the agenda for the Board of Selectmen meeting of Monday, April 9, 2018. Chairman DeLuzio plans to brief the Board on the Committee's progress. Members are encouraged to attend.

1. Chairman DeLuzio moved to accept the minutes of the special meeting of March 8, 2016 as read.

The motion was carried unanimously.

2. Proposed changes to the Committee's Ground Rules were introduced by Chairman DeLuzio. By unanimous consent, the revised Ground Rules were accepted by the members, and then received and placed on file.

3. Chairman DeLuzio resolved that the Committee adopt the following approach to the May 14, 2018 Annual Town Meeting.

- that either Dr. Heller or Mr. Bon Tempo make a motion at the beginning of the Town Meeting to limit a speaker's time to 10 minutes
- that Chairman DeLuzio, under Article 1 of the May 14, 2018 Warrant, would deliver the required Annual Report of the Committee to the Town Meeting
- that the Report includes the Committee's votes on the sponsored articles
- that Committee members not rise to oppose the Committee sponsored articles

By general consent, the members agreed.

Chairman DeLuzio asked for a motion to request Amy Neves, Town Clerk, to mail the Annual Report of the Committee with the Warrant.

Mr. Bon Tempo so moved.

The motion was carried unanimously.

4. The Topic of Assignments Matrix was updated to reflect the new appointment of Mrs. Dillon and the recent resignation of Mr. Visconti. The updated Matrix was received and placed on file.

Chairman DeLuzio reminded the Sub-Committee chairs that any revision to an Assignment Topic's Scope of Work Statement has to be within the parameters set by the Town Meeting Survey Report. If the revision meets those criteria, then it would need to be e-mailed to the Chairman for approval prior to implementation.

5. Chair DeLuzio of Sub-committee #8 reported the following on Survey Topic 1 – Improve Audio and Visual.

Richard A. Villani, Town Administrator, informed the Sub-committee that he and Andrew Diorio, Information Technology Manager, were currently looking into updating the video system and that there was no need for the Sub-committee's efforts at this time.

As for audio improvements, the Sub-committee will continue to work on the Audio portion of Survey Topic 1.

By general consent, the Committee additionally recommended that the available audio devices

for the hearing impaired be better advertised to Town Meeting members by Michael J. Noferi, Town Moderator. Chairman DeLuzio will follow up with Atty. Noferi.

Chair DeLuzio of Sub-committee #1 reported the following on Survey Topic 17 – Town Meeting Member Contact Information on Website.

- the total number of Town Meeting members without an e-mail address was 73
- a draft letter requesting an e-mail address was presented
- also presented was a draft return form for Town Meeting member who do not provide their e-mail addresses. This form requests the following information:
  - I do not use e-mail
  - I use e-mail but choose not to provide my e-mail address
  - Do you have an electronic device allows access to the Internet? ___Yes ___No

Various Committee members and Participating Applicants offered several recommendations to the letter and return form. The Chairman will make the changes and present a revised letter and form at the next regular meeting.

Sub-Committee #4 report by Mr. Bon Tempo on Survey Topic 10 – Town Meeting Procedures Guide was received and placed on file.

Mr. Morrison asked of the possibility of having a pre-Town Meeting meeting (Survey Topic 7) for the upcoming Annual Town Meeting. Chairman DeLuzio felt there was not enough time for Sub-committee #1 to organize and facilitate such a meeting. Chairman DeLuzio suggested that the Special Town Meeting in October would be more appropriate. Mr. Morrison resolved to conduct such a meeting on his own initiative for his own precinct, Precinct 1.

6. In light of the recent complaint of a violation of the Open Meeting Law, Chairman DeLuzio reminded the Committee members to be aware of the following.

- sending an email to a quorum of Committee members that expresses opinions or makes recommendations constitutes a violation of the Open Meeting Law
- transmitting data and information to a quorum of Committee members does not constitute a violation of the Open Meeting Law violation
- deliberations of a quorum of Committee members has to be conducted at a duly posted meeting (meeting and agenda have to be posted with the Town Clerk 48 hours in advance of the meetings' date and time)

The Open Meeting Law applies to Sub-committee meetings as well.

- a meeting and agenda has to be posted with the Town Clerk 48 hours in advance of the meeting's date and time
- a meeting has to take place at location that would allow public participation and accommodate persons with disabilities, which would exclude private homes, coffee shops, etc.
- two suitable locations for meetings are Milford Town Hall and the Milford Town Library
- the Sub-Committee Chair must keep minutes of the meeting and provide them to the Committee

By unanimous consent, the members agreed that Chairman DeLuzio's guidance on Open Meeting Law requirements satisfied the corrective action stipulated in the response to Mr. Morrison's complaint.

Barring an egregious violation of the Open Meeting Law, Chairman DeLuzio requested that the Committee members "self-police" themselves rather than lodge a formal complaint with the Attorney General.

7. None of the Participating Applicants present accepted the invitation to speak.

8. Mr. Cole, a Non-participating Applicant, spoke on whether or not the Committee should look into Milford changing to a city form of government under the General Laws. Chairman DeLuzio stated that this would be outside the scope of the Committee's mandate under its by-laws and the Town Meeting Survey Report.

Mr. Cole requested that his status be changed to a Participating Applicant and that he be placed on the following Sub-committees:

- Sub-committee #3, Topic #14 Guidelines for Answering All Questions Raised at Town Meeting
- Sub-committees #7, Topic #8 New Town Meeting Member Education/Orientation Program

9. At the citizen's invitation to speak, Mr. Wheelock questioned the necessity for the Town Moderator to be front and center on the stage at Town Meetings. Chairman DeLuzio took the matter under advisement.

The meeting adjourned at 9:30 p.m.

Michelangelo Bon Tempo
Clerk

Approved
4/30/2018