

**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 Tuesday, February 16, 2021, via a Vast conference call. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:02 p.m.

Present at the meeting were seven members of the Committee: Michelangelo Bon Tempo, Charles M. Clark, Sr., Renaldo A. DeLuzio, Susan Marie Hastert, Richard A. Heller, Kathryn L. Mastroianni, and Jose M. Morais. One member of the Committee was absent: Justin Redden. Three Participating Applicants to the Committee were present: Christine Crean, B. Gregory Johnson and Brian W. Long.

Administrative Items

Chairman 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, Chairman DeLuzio, Ms. Hastert, Dr. Heller, Ms. Mastroianni, and Mr. Morais.

Chairman DeLuzio read a revised 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.

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

*[Mr. Johnson entered the meeting at 7:05 p.m.]*

1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of December 21, 2020 were accepted as read.

2. 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.

3. 2020 Calendar and Committee Meeting Dates

Chairman DeLuzio presented the Committee meeting dates for 2021, as well as those dates relative to Town Hall's calendar for town meetings for 2021.

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Chairman DeLuzio informed the Committee that the Committee's 2020 Annual Report to the Town is due on February 26<sup>th</sup>. He suggested that a special meeting be scheduled for February 25, 2021 at 7:00 p.m. for approval of the Annual Report. By unanimous consent, the Committee agreed.

The amended meeting dates and calendar were placed on file.

### 4. Electronic Presentation Guidelines Revision

Chairman DeLuzio presented an Electronic Presentation Guidelines that was revised in collaboration with Mr. Long. Revisions were made at the request of Richard A. Villani, Esq., Town Administrator, Andrew Diorio, Information Technology Department, and Zachary Taylor, Finance Director to "bulletize" more of the text.

Chairman DeLuzio asked for any comments. Mr. Bon Tempo suggested that the Information Technology Department provide copies of any slide show presentation to Milford TV.net for integration into the edited town meeting video.

Chairman DeLuzio will update the draft for Christopher George, Director of Information Technology, to review. Mr. George did not participate in the review of the initial draft by Town officials. After receiving Mr. George's input, Chairman DeLuzio will forward the draft to Atty. Villani and Mr. Taylor for their approval and authorization to send to Department heads and the various Town Boards, Committees and Commissions for their input. The final document will be presented to the Committee for its approval.

By unanimous consent, the Committee agreed with Chairman DeLuzio's course of action.

### 5. Milford Town Meeting Procedural Guide Update

Mr. Bon Tempo reviewed the revisions made to the first draft of the procedural guide that were requested by Committee members at the December 21, 2020 regular meeting.

- Added a new section entitled **Additional Motions** as part of the **Introduction**.
- Provided clarification and examples of members at large (*ex officio* status) under **Participants Town Meeting Members**.
- Provided additional information on the process of establishing a quorum under (1) Quorum and Call to Order.
- Provided clarification on the difference between a detailed affirmative main motion and a negative main motion under (9) Main Motion on an Article.
- Provided additional examples of the various forms used for a motion to waive the reading of an article.
- Rearranged (11) Debate into three sections: The Rules of Debate (new section), Time Limits in Debate, and Decorum in Debate.
- A new section on handling the budget (Article 4) was added to (9) Main Motion on an Article.

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The procedure under (3) Swearing in New Members has not been confirmed with Amy Hennessy Neves, Town Clerk.

Mr. Morais requested more information on the definition of a quorum for town meetings. Mr. Bon Tempo stated that he would provide the language from the *Act Establishing Representative Town Meetings* at the next regular meeting.

Mr. Bon Tempo also noted the following revisions.

- Any reference to the Board of Selectmen was changed to Select Board, except for the reference to the Board of Selectmen as the sponsor of Article 12 used as an example of a detailed affirmative main motion under (9) Main Motion on an Article.
- Substituted a new description of the Planning Board under **Participants** to reflect the appropriate Massachusetts General Law applicable to the town of Milford.
- Addition and deletion of information under (7) Meeting Instructions.
- The document was reformatted using Microsoft Word.
- Under (11) Debate, an explanation of the process used to allow an unregistered voter of the town of Milford was added.
- A new footnote (#29) was added on a speaker answering or not answering a question.
- Clarification was added on a motion to amend having to be within the scope of an article.
- A footnote was added on a customary practice on a motion to move the previous question.
- Clarification was added on the Moderator's decision to call for a voice vote versus a standing vote under (12) Vote.
- Changes made to Ballot Vote require confirmation by Charles D. Boddy, Jr., Esq., Town Counsel, as our Town Meeting Rule is not in agreement with MGL c. 39, §15.
- Added information on Monitors returning second attendance list to the Town Clerk under (14) Motion to Dissolve.

Mr. Bon Tempo stated that he should be able to present sections for Additional Motions and Glossary of Financial Terms at the next regular meeting for review. Chairman DeLuzio stated that if these sections were acceptable to the Committee, then the Procedural Guide would move on to a review program.

Dr. Heller suggest that the word "may" be substituted for the word "will" in the sentence for explaining the process for allowing unregistered voters to address Town Meeting: "*If any Town Meeting member objects, then the Moderator ~~will~~may call for a recess to allow the objecting member(s) to temporarily leave the meeting floor, before allowing that individual to address town meeting.*" Dr. Heller stated that he recalled instances when a member or members objected to an unregistered voter addressing town meeting and the Moderator did not call for a recess. Mr. Bon Tempo stated that he would make that change pending a review of Town Meeting minutes.

Mr. Long suggested that the phrase "Unfortunately," from the new footnote (#29) on Move the Previous question be deleted, as it offers an opinion. Chairman DeLuzio concurred, and Mr. Bon

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Tempo stated that he would delete the phrase for the next draft.

### **6. Pre-Town Meeting Forum for the May 24, 2021 Annual Town Meeting**

Chairman DeLuzio stated that the Committee should plan for a pre-Town Meeting forum for the May 24, 2021 Annual Town Meeting, whether it is remote, in person, or a hybrid of the two. Chairman DeLuzio enquired as to the pleasure of the Committee holding a pre-Town Meeting forum.

Ms. Hastert asked if the forum were remote, would it follow the format used for the January 6, 2021 Special Town Meeting. Chairman DeLuzio presumed that the forum would use whatever format the Annual Town Meeting uses – if it is held at Upper Town Hall, then the forum would be in Upper Town Hall; or, if it is remote, then the forum would use the format devised by the Information Technology Department for the Annual Town Meeting.

By unanimous consent, the Committee agreed to hold a pre-Town Meeting forum for the 2021 Annual Town Meeting.

### **7. Chairman's Outreach Initiative**

Chairman DeLuzio decided to make another assessment of the Committee's initiatives through a one-on-one outreach to the members, applicants, and consultant volunteers. He stated that he wants to get an idea of their interests and level of participation.

- Mr. Bon Tempo will continue to focus on the town meeting procedural guide and handbook but will forego working on the new member orientation program.
- Mr. Long will continue researching the topic of asking questions at town meeting.
- Bryan Cole, consultant volunteer, will resume working on the orientation program and on the electronic voting initiative after the Annual Town Election.
- Charles E. Abrahamson, Jr., consultant volunteer, will resume research on establishing guideline on graphics for warrant articles involving various forms of land use.
- Ms. Hastert will continue to work on video examples for the town meeting procedural guide and work on the Committee's webpage.
- Mrs. Crean expressed her interest in serving on the Committee as a member from Precinct 6 if selected by the next duly elected Moderator.

Chairman DeLuzio stated that he will continue his outreach with the remaining members, applicants, and consultant volunteers.

On a matter not on the agenda.

Chairman DeLuzio and Mr. Bon Tempo received an e-mail from Atty. Boddy, Town Counsel, requesting the Committee sponsor a warrant article for the Annual Town Meeting to design a town flag. In a conversation prior to the regular meeting, Chairman DeLuzio and Mr. Bon Tempo believed sponsorship of such a warrant article does not fall within the enumerated duties

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of the Committee as found in the Standing Votes and would be better served through an ad hoc committee appointed by the Select Board.

Ms. Hastert concurred.

Mrs. Crean thought that a town flag is already part of the collection on display at the Hall of Flags at the State House.

Ms. Mastroianni suggested that an ad hoc committee should hold a design competition.

Dr. Heller enquired how many towns have a town flag and what would be the need for one.

By unanimous consent, the Committee support the concept of a town flag, but not the sponsorship of a warrant article.

Chairman DeLuzio requested that Mr. Bon Tempo inform Town Counsel of the Committee's decision.

The meeting adjourned at 7:55 p.m.

Michelangelo Bon Tempo  
Clerk

Approved

3-16-2021