

**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, March 16, 2021, via a Vast conference call. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:03 p.m.

Present at the meeting were six members of the Committee: Michelangelo Bon Tempo, Charles M. Clark, Sr., Renaldo A. DeLuzio, Richard A. Heller, Kathryn L. Mastroianni, and Jose M. Morais. Two members of the Committee were absent: Susan Marie Hastert and Justin Redden. One Participating Applicant to the Committee was present: B. Gregory Johnson.

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, 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.

1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of February 16, 2021 were accepted as read.

Chairman DeLuzio moved and the minutes of the special meeting of February 25, 2021 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. Pre-Town Meeting Forum Planning

Chairman DeLuzio reported from a conversation with Richard A. Villani, Esq., Town Administrator, that a decision on whether the May 24, 2021 Annual Town Meeting will be remote or in-person has not been made. Regardless, the pre-Town Meeting Forum will follow

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whatever format, remote or in-person, as well as corresponding guidelines and protocols that will be used for the Annual Town Meeting.

Chairman DeLuzio reviewed a draft of the first e-mail notice to Town Meeting members announcing the Forum, which takes into account the possibility of a remote Forum. He further noted that all other Committee announcements would flow from this document.

Ms. Mastroianni noted a discrepancy for the final date of submission for articles to be considered. Chairman DeLuzio stated he would change the date to April 16th. The notice, as amended, was accepted by general consent and placed on file.

Another unresolved issue that impacts the Forum planning in general, as well as the Committee's mandated duties, is having access to Town Meeting members' e-mail addresses.

[Mr. Johnson entered the meeting at 7:24 p.m.]

Chairman DeLuzio presented the timeline for the pre-Town Meeting Forum. He also noted that given the poor response with Town Meeting members submitting articles for consideration, that the Committee members and applicants should be prepared to select the articles from the warrant to be considered at the Forum. The timeline was accepted by general consent and placed on file.

4. Milford Town Meeting Procedural Guide Update

Mr. Bon Tempo reviewed the revisions made to the second draft of the procedural guide that were requested by Committee members and applicants at the February 16, 2021 regular meeting.

- Mr. Long's suggestion that the phrase "Unfortunately," be deleted from the new footnote (#29) on Move the Previous Question, as it offers an opinion.
- Dr. Heller suggestion 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.

Mr. Bon Tempo also added the sentence, "This motion requires a majority vote." to the following motions described in the procedural guide: Motion to Waive the Reading; Motion to Amend; Motion to Adjourn; and Motion to Dissolve.

For the new section added to the third draft entitled **Additional Motions**, Mr. Bon Tempo noted that the motions in blue font are used infrequently at Milford's town meeting. A discussion ensued as to whether these motions should be included in the final draft for the review process. Chairman DeLuzio opined that though used infrequently the motions still have merit and utility. By general consent, the Committee agreed to include them in the final draft in black font with an asterisk denoting infrequent use.

For the section on **Glossary of Financial Terms**, Mr. Bon Tempo suggested having it compiled by Zachary Taylor, Finance Director, using as reference a list used by the Massachusetts Moderators Association. By general consent, the Committee agreed to this suggestion.

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Chairman DeLuzio opined that the Procedural Guide is at the point where it should enter the next level of review. A discussion ensued as to whom it should be distributed to for evaluation and comment. By general consent, the Committee agreed to the following list.

- the next elected Moderator (Michelangelo Bon Tempo or Gerald M. Moody, Esq.)
- Atty. Boddy, Town Counsel
- Zachary Taylor, Finance Director
- Atty. Moody, if not elected Moderator
- Amy E. Hennessy Neves, Town Clerk
- Two newly elected Town Meeting members
- Two Town Meeting members with 1 to 2 years of experience

The Committee concurred and by unanimous consent agreed that the review process should commence sometime after the April 6, 2021 Annual Town Election.

On an action item from the February 16, 2021 regular meeting.

Chairman DeLuzio provided an update on the request from Atty. Boddy, Town Counsel, that the Committee sponsor a warrant article for the Annual Town Meeting to design a town flag. Chairman DeLuzio had Mr. Bon Tempo draft a letter explaining the Committee's position: such a warrant article does not fall within the enumerated duties of the Committee as found in the Standing Votes and would be better served through an ad hoc committee appointed by the Select Board.

Chairman DeLuzio inquired if the letter was acceptable as drafted.

Dr. Heller suggested adding the Milford Cultural Council as an additional sponsor.

By unanimous consent, the Committee accepted the letter as amended. The amended letter was placed on file and Chairman DeLuzio directed Mr. Bon Tempo to send the letter to Atty. Boddy.

The meeting adjourned at 8:00 p.m.

Michelangelo Bon Tempo
Clerk

Approved

4-20-2021