

## TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE (TMSIC)

### Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Tuesday, June 16, 2021, in person at the Milford Town Hall. Renaldo A. Deluzio being the in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were 6 members of the committee: Charles M. Clark, Sr., Renaldo A. DeLuzio, Kathryn L. Mastroianni, Christine Crean, Richard A. Heller, Jose M. Morais. Three members of the Committee were absent: Susan Marie Hastert, Catherine S. Porter, and Justin Redden. One Participating Applicant to the Committee was present: Brian W. Long. Michaelangelo Bon Tempo, Consultant Volunteer, was also present.

### Administrative Items

1. Chairman DeLuzio moved and the minutes of the April 20, 2021 minutes were accepted with corrections. Minutes approved as amended.

2. Chairman DeLuzio asked for nominations for election of officers for the TMSIC. Ms. Mastroianni moved to nominate Renaldo A. DeLuzio, seconded by Dr. Heller. Motion passed unanimously. Chairman Deluzio moved to nominate Kathryn L. Mastroianni as Vice Chair, seconded by Mr. Clark, Sr. Motion passed unanimously. Ms. Mastroianni moved to nominate Catherine S. Porter fort Clerk, seconded by Mr. Morais. Motion passed unanimously.

3. Invitation to Speak: No request

4. TMSIC Duties and Responsibilities Revision 6 (5/27/21): Approved

5. Town Meeting Procedures Guide: Reviewers and Criteria. Chairman Deluzio presented the list of people named to review the Guide and give feedback to the TMSIC. Several other names were recommended to be added, bringing the total number to 12.

Chairman Deluzio presented drafts of the emails to be sent out to the prospective reviewers with instructions and list of criteria for feedback. The reviewers will be given 2 weeks to send their feedback to the Chair. The Chair will collect the data.

TMSIC accepted Mr. Bon Tempo's recommendation not to have a table of contents for the Guide. Mr. Bon Tempo is working on a glossary of financial terms. Upon completion of the glossary, Mr. Bon Tempo will revise the Procedural Guide which will be the version distributed to the selected reviewers.

6. Asking Questions at the Town Meeting Study- status

Brian W. Long, Participating Applicant, presented his observations from other town meetings on how questions are handled. The variations Brian presented included:

- a. if questions on articles are allowed
- b. how the microphone is set up
- c. are questions asked through the Moderator.

Brian reported that it was difficult to measure the time of the question and answer exchange, there was no consistency from town to town. Brian will email Chairman DeLuzio the write up of his investigative work.

Questions that remain: What are the next steps? What does the Moderator want to do? Where does the TMSIC want to go from here?

#### 7. Graphical guidelines for Land and Zoning articles – status

Chairman DeLuzio reported that Charles Abrahamson, Consultant Volunteer, has made little progress. He will follow up.

#### 8. Electronic Presentation Guidelines –Review Status

Chairman DeLuzio reported that he is still waiting for the IT Department's review of the draft guidelines. He will follow up.

#### 9. Electronic Voting- Status

Chairman DeLuzio has learned that the Town purchased headsets for electronic voting for the in-person Town Meetings when they acquired the system for the Virtual (Zoom) Town Meeting. Christopher George (Director of Information Technology) requested an opportunity to brief the Committee on the Town's system. Chairman DeLuzio will meet with Mr. George before he comes to the next TMSIC meeting, to find out more about this system, its capabilities and provide Mr. George the Committee's progress and issues regarding electronic voting.

Meeting adjourned at 9:04 PM

Respectfully Submitted,

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Christine Crean

Approved: 8/12/2021