

# TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE

(TMSIC)

## Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, January 10, 2022. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were eight members of the Committee: Charles M. Clark, Sr., Renaldo A. DeLuzio, , Catherine S. Porter, Kathryn L. Mastroianni, Christine Crean, Richard A. Heller, Michael Visconti, and Jose M. Morais. One member of the Committee was absent: and Michael B. Aghajanian. One Participating Applicant to the Committee were present: B. Gregory Johnson. Michaelangelo Bon Tempo, Consultant Volunteer, was also present.

### Administrative Items:

Chairman DeLuzio announced that the meeting was being recorded and asked if anyone had objection. There were no objections.

#### 1. Approve Previous Meeting Minutes

Chairman DeLuzio moved and the minutes of the regular meeting of December 13, 2021 were accepted as read.

#### 2. Invitation to Speak: No requests.

#### 3. Town Meeting Member Survey Development

Chairman DeLuzio noted that Agenda Item 3 will also cover Items 4 and 5.

At its December 13, 2021 meeting the Committee voted to expand the survey from a Pre-Town Meeting Forum survey to a more comprehensive survey covering other topics. Chairman DeLuzio prepared and presented a comprehensive survey questionnaire draft (Milford Town Meeting Survey 2022, dated 1-10-22). For flow and organization, the survey was broken out into separate sections (General Information, Pre-Town Meeting Forum, Asking Questions, The Warrant and Sessions, Town Meeting Attendance, and Warrant Information packet). It also incorporated other changes from the Dec. 13, 2021 meeting.

### **Questionnaire Commentary**

#### **A. General Information**

No comments.

#### **B. Pre-Town Meeting Forum**

No Comments

#### **C. Asking Questions at Town Meeting**

C2: Even if it meant two sessions for every Town Meeting?

Change “two” to “multiple”.

C4: Do you feel that every question deserves a response from the Article’s sponsor (or representative) or others to whom the question is directed, even if the response is, “ I am sorry, I do not have the answer”?

No Comments.

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C5: Mr. Bon Tempo explained the parliamentary procedure governing asking questions. He also explained that questions could be directed to the sponsor, individuals, Boards Committees, etc. and who is and who is not required to respond to questions. He will not be directing questions to someone. Mr. Bon Tempo also noted that the Town Meeting Procedural Guide will address who is and who is not required to respond to questions. The committee's consensus was to support the Moderator's position that the Town Meeting Member should direct the questions, not the Moderator.

After discussion the committee's consensus was to change C5 to read: Are you aware you can ask questions through the Moderator to the Article Sponsor, an Individual, Committee, Commission, Board, or Town Department?

### **D. The Warrant and Town Meeting Sessions**

Mr. Bon Tempo noted that, in accordance with the Town's General By-law, the Warrant must be received by first class mail at least 7 days before the Town Meeting. Therefore, the introductory statement regarding the State statute notice requirement is not pertinent and should be deleted. The consensus of the committee was to delete the introductory statement.

D1 & D2:

D1. Do you feel this advance notice is sufficient?

D2. If not, how many days advance notice (by US mail) do you find acceptable?

The consensus of the Committee was to replace D1 and D2 with one question: D1. In preparing for town meeting how many days prior to the meeting do you prefer receipt of the warrant by mail?

7 ☐ 14 ☐ 21 ☐

A question was raised regarding the definition of "days". Is it calendar days or business days?

The Chairman will check with Town Counsel. (*Post meeting Google Search: [Legal](#)*

[definition of day in Massachusetts](#) "The word 'day' when not qualified means a **calendar day**... And a calendar day is the space of time that elapses between two successive midnights.")

D3: Do you feel the Fall Special Town Meeting should be limited to Capital Expenditure Articles etc.

Change "Fall" to "October".

D4, D5 and D6: O.K as is.

### **E. Town Meeting Member Attendance**

E1: No Comment

E2: What are the reasons that prevent you from attending more often? (Check all that apply).

Mr. Morais asked: What do the TM Member think about remote meetings? Chairman DeLuzio reminded everyone that this issue was discussed at the Dec. 13, 2021 meeting and that remote meetings were temporary due to Covid-19 restrictions. Ms. Crean noted that it could be a reason why attendance at recent town meetings was low. The consensus of the committee was to add E2 e) "Virtual Town Meeting"

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E3. Do you feel Town Meeting Members who are running for re-election should be required to collect signatures to get on the ballot? Chairman DeLuzio opined that collecting signatures has nothing to do with attendance. The consensus of the committee was to delete the question.

It was recommended that another topic be added: Incentivizing Citizens to Seek Election to Town Meeting with one question. Would you support reducing the number of signatures to be placed on the ballot from 30 to: 10 ☐ 15 ☐

The committee's consensus was to add the new topic and question.

E4: No Comment

Mr. Visconti proposed adding a question regarding a procedure to remove TM Members for lack of attendance as follows: Would you support a rule for removal town meeting members for chronic absenteeism. The committee's consensus was to include the question.

### F. Warrant Information Packet

F1: Do you favor the Select Board assuring the following Article information is posted on the Town Website under Town Meeting Information when the Warrant is posted (unless otherwise noted herein)?

b) For Articles whose text or data only show change "From/To": Provide original text or data designating the text or data being changed. (*Show some examples*)

e): Annual Budget Article 4 – Finance committee Power Point Presentation & Balance Sheet at least TBD days before Town Meeting. Change TBD to 7.

### Agenda Items 4 and 5

4. Warrant Article Supporting Information Requirements. Covered under Item 3.

5. Town Meeting Member Attendance Improvement Recommendations. Covered under Item 3.

### Deliberations Within the Scope of the Agenda

Chairman Deluzio requested authorization to expend an amount not to exceed \$900 for a one year 3-person subscription to Survey Monkey. Mr. Heller so moved. Motion passed unanimously.

Chairman DeLuzio recommended the questionnaire be opened up to the Select Board, Town Administrator, and other Town Official to see if they would like to ask Town Meeting Members questions. The 2017 Survey only included Town Meeting Members. He felt it would be a more open process if we invited other stakeholders involved and who may have to support the outcomes.

Mr. Visconti moved we do not include them. He opined that all relevant questions are in the questionnaire. It is the Committee's survey and we do not need any outside influence. Ms. Crean suggested they conduct their own survey. Mr. Johnson asked if their questions would automatically be added to the questionnaire. Mr. DeLuzio responded that the Committee has the final say on which questions are included.

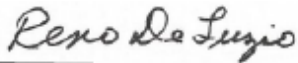
Mr. Visconti withdrew his original motion. He then moved that any questions they have are to be submitted to the Committee on or before Feb. 7th for consideration. Any questions submitted after Feb. 7<sup>th</sup> will not be considered. Motion passed unanimously.

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Chairman DeLuzio noted that the questionnaire we are using is not in survey format. He was not sure he could design the Survey Monkey Survey on his own. He would be contacting Bryan Cole and Brian Long to see if the three of us could get it done. He also noted that it appears one has to subscribe to Survey Monkey to gain access to their design tools. Mr. Visconti suggested assistance from the IT Dept. Mr. Heller recommended assistance from Milford High School students. Ms. Porter did a quick on-line search and found several Survey Monkey you tube tutorials. Chairman DeLuzio will explore all of the above and decide which is the most efficient use of his time.

9:30 p.m. Meeting Adjourned



Reno DeLuzio, Chairman

Approved 3-14-22