

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
(TMSIC)

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, April 11, 2022. Renaldo A. Deluzio being the chair called the meeting to order at 7:16 p.m.

Present at the meeting were six members of the committee: Charles M. Clark, Sr., Renaldo A. Deluzio, Christine Crean, Richard A. Heller, Jose M. Morais and Michael Visconti. No Participating Applicants to the Committee were present, Michelangelo Bon Tempo, Consultant Volunteer, was also present.

Administrative Items: Chairman Deluzio announced that Kathryn L. Mastroianni has resigned from the committee. He also announced the meeting was being recorded. There were no objections to the meeting being recorded.

1. Approval of previous meeting minutes:

March 14, 2022 minutes were accepted as corrected, (corrected spelling of Michelangelo; page 2, first paragraph add, “Gregory Johnson offered to work on spread sheet”).

Chairman Deluzio will continue the practice of providing copies of the TMSIC Annual Report and Guidelines for Speaking at Town Meeting to the Town Clerk for mailing with the Warrant . Guidelines for Speaking at Town Meeting comments: Item 1 add period after the word “podium”. Strike everything after the comma. Strike Item 3, Item 5, after the word “especially, in parentheses, strike the word ‘when’ change to ‘if’. Mr. Bon Tempo noted that the Town Meeting will not be called a hybrid meeting, it will be called ‘reasonable accommodations’.

2. Invitation to Speak: No one requested to speak

3. May 17, 2022 Pre-Town Meeting Forum Status:

Chairman Deluzio handed out the latest revision of the Pre-Town Meeting Timeline . There were no objections to the revision. Dr. Heller reminded Chairman Deluzio to contact Chief Falvey to utilize the Sign Board Trailer to publicize the Pre-Town Meeting Forum. Mr. Clark suggested adding a provision to the Town Meeting Member notice that allows those who do not plan to attend the Forum to submit questions that they would like to have read. . The consensus of the committee was to include this suggestion. Chairman DeLuzio will follow up on both items.

Mr. Bon Tempo asked if the committee received an opinion from Town Counsel regarding special accommodations for the Forum. Chairman Deluzio said the same arrangements being provided for Town Meeting should be made available for the Forum but had no confirmation.

4. Town Meeting Member Survey 2022 Status:

Chairman Deluzio handed out a printed copy TMSIC Survey 2022, Learner 1, Part 3, the final test segment of the Questionnaire. It demonstrated what the hard copy US Mail version would look like for those Town Meeting Members who do not have their email addresses in the Town Clerk’s data base. Chairman Deluzio will be working with Christopher George (IT) to verify that IT can work with the Survey Monkey program by a) adding a subset of Town Meeting Member email addresses (i.e. Committee member emails) to the survey. and b) emailing the Part 3 test segment from the TMSIC Account via the IT Dept.

Mr. Bon Tempo suggested changing question #2 by adding “non-capital expenditure” after “justify the”. This will provide consistency between questions 2 and 3.

Questionnaire, Section F. Warrant Information Packet

b) For Articles whose text or data is changing “From/To”- Provide original text or data designating the text or data being changed. ☐

(Show some examples)

Chairman Deluzio explained that adding examples would be too wordy and inconsistent with good survey design. He suggested posting examples on the TMSIC’s web page and adding a link in the survey for people to click on to get more information. The same technique could be applied to the term “Capital Expenditure”. The link would connect to the Finance Committee 5-year Capital Plan which is on the Town Website. The 5-year plan defines Capital Expense.

Chairman Deluzio explained that the response to Part 3 question 6 used a dropdown box. This works on the electronic version because choices are provided to select from. It does not work on the printed version (dropdown box is blank). The test showed that responses via dropdown boxes need to be avoided.

5. Town Meeting Procedural Guide

Mr. Bon Tempo reported that there have been no updates to the guide since he last reported to the Committee. He requested any further comments be submitted to him by the end of next week. Chairman DeLuzio recommended the Committee assign the Chair and Mr. Bon Tempo to incorporate any final comments in a final draft and distribute it to the next round of the previously selected reviewers without having another review by the Committee. Chairman Deluzio also recommended that Mr. Bon Tempo notify those who submitted comments whose comments were not incorporated and provide the reasons why. There were no objections to Chairman DeLuzio’s recommendations.

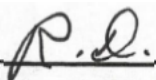
Discussion ensued regarding Questionnaire, Section D, Preamble to Question D1.

“Milford’s General By-Law stipulates that a copy of the Warrant shall be received by first class mail to all Town Meeting members at least seven days before such meetings.”

After several iterations of alternative language, the preamble remained unchanged.

Meeting adjourned at 8:58 PM

Submitted by:



Reno DeLuzio
Chairman

Approved: 5/4/2022