

# TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE

(TMSIC)

August 8, 2022

## Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, August 8, 2022. Renaldo A. Deluzio being the chair called the meeting to order at 7:15 p.m.

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

Administrative Items: Chairman Deluzio announced the meeting was being recorded. There were no objections to the meeting being recorded.

1. Approve Previous meeting minutes: June 13, 2022 meeting minutes were approved as presented.
2. Invitation to Speak: No one requested to speak.
3. **Town Meeting Member Survey 2022:** Chairman DeLuzio handed out a listing of Agenda 3 topics (**Attachment 1**).

**3.1 Activities June 14- August 7, 2022:** Chairman DeLuzio handed out and reviewed activities between June 14<sup>th</sup> and August 7<sup>th</sup> (**Attachment 2**).

**3.2 Questionnaire Hard Copy Version (Post 6-13-22) with Comment Boxes:** Chairman DeLuzio handed out the Questionnaire Hard Copy (**Attachment 3**). The committee reviewed the changes as a result of the committee's June 13<sup>th</sup> review comments. All changes were correctly incorporated.

**3.2a). Survey Monkey Email Invitation Message:** Chairman DeLuzio handed out the Survey Monkey email invitation message (**Attachment 4**). Brian Long suggested removing the semi-colon on 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> bullet points, removing the word "Thereby" in the 5<sup>th</sup> bullet, thereby capitalizing "Assure". Correction of typos in "participating" and "initiatives" and add a comma after the word "initiatives". Chairman DeLuzio will make the changes.

**3.3 Consultations with Town Counsel (Meeting 7-12-22 & various correspondence)**

Reference: Memorandum to Town Counsel (Town Meeting Member Survey 2022 - Utilizing Town Meeting Members Email Addresses, dated July 5, 2022). Previously copied TMSIC.

**3.3a). Email from Town Counsel:** Chairman DeLuzio handed out an email from Acting Town Council Gerry Moody (**Attachment 5**). Much discussion ensued regarding the ramifications of Attorney Moody's advisement. He opined that a previous Town Meeting vote that approved the TMSIC Standing Vote of the Town Meeting does not provide authorization for a future Town Meeting to use their email addresses for the following TMSIC enumerated duties.

1. Periodically conduct surveys of the Town Meeting Members to assess their level of satisfaction, their issues, and their recommendations for improvement.
2. Communicate with Town Meeting members and the general public about Town Meeting through various means including the use of Information Technology.

Chairman DeLuzio explained that only the Town Clerk and the IT Director have access to Town Meeting Member email addresses and are authorized to send emails to Town Meeting Members. TMSIC does not have access. The IT Director acts on behalf of the Town Clerk in situations that require

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technical assistance (e.g., Town Meeting via Zoom) or when there is a special circumstance (e.g., Pre-Town Meeting Forums) is approved by the Town Administrator.

Chairman DeLuzio will be preparing an email message to Town Meeting Members requesting their express authorization to use their email address for the purposes of the above enumerated duties. He will be scheduling a meeting with the IT Director to be briefed on this subject, go over a proposed role for his participation, and a number of other issues including sending the authorization request email.

Regarding the Can-Spam Act, if permission is explicitly granted by a Town Meeting Members to use his/her email address it is Attorney Moody's view that this act has no application. At Attorney Moody's recommendation, Chairman DeLuzio will prepare a consent agreement for the Town Clerk to use when she requests a Town Meeting Member to provide his/her email address.

**3.3b) Major Take-Aways:** Chairman DeLuzio handed out the major take aways from Attorney Moody consultations (**Attachment 6**) which were addressed under Agenda Item 3.3c) below.

**3.3c) Problem Questions:** Chairman DeLuzio handed out the problem question (**Attachment 7**). Q8 – Attorney Moody commented that the language presupposes that the Town Meeting Members do not know that they can ask question and just choose not to do so. He recommended deleting the question. Instead of deleting the question, Chairman DeLuzio the wording slightly without downplaying Town Meeting Members' knowledge.

Q 9, 10, 16 – Committee had no issue with the changes.

Q15 -- First paragraph, remove the word "they" and replace with "the non-capital expenditure articles". Mr. Visconti noted that there is no clear definition of extenuating circumstances. Chairman DeLuzio suggested that perhaps Guidelines might be useful. How to codify the Guidelines would be an issue.

Q 22 -- remove "the Select Board assuring" and replace with "that". Remove the word :is". After some discussion, the Committee agreed to these changes.

Q14—Committee had no issue with the proposed version as approved by Attorney Moody. Mr. Long had some issues with the table in the handout. Chairman DeLuzio pointed out that the table is not intended to be published. It is solely for the committee to illustrate how many days in advance of the Town Meeting the warrant would be available for mailing if it was mailed when the Warrant is posted on the Town Website.

**3.3d). Questionnaire (Post 6-13-22 Markup after Town Counsel Mtg. 7-12-22):** Chairman DeLuzio handed out and reviewed the markup (**Attachment 8**).

Q8 – Missing "Yes" box and "No" box; Wording changed to comply with Attorney Mood's comment (See 3.3c) Q8).

Q14 – New Question. The Committee had no issue with the mailing of the warrant in advance of Town Meeting language as approved by Attorney Moody.

Q15 – Capitalize "Town Meeting". Committee had no other issues with change.

Q16 – (See 3.3c) Q15).

Q21— (See 3.3c) Q 22)

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**3.3e). Email requesting TMM Authorization to use their email address for Survey:** Chairman DeLuzio handed out the Email Authorization Request (**Attachment 9**). The committee discussed turnaround time to respond. Chairman DeLuzio will add “please respond by TBD Date and Time certain...” *Monday thru Wednesday*.

**3.3f). IT Director’s Role (6-13-22) Update (8-8-22):** Topic was not introduced.

**3.3g). Development Plan & Status (6-12-22) Update (8-8-22):** Chairman DeLuzio handed out and reviewed the updated Status (**Attachment 10**). Chairman DeLuzio advised that as a result of complications regarding the logistics of implementing the use of Town Meeting Members’ email addresses, he could not predict when the Survey will be sent out.

Brian Long moved, seconded by Christine Crean to change the start time for the committee meetings to 6:30. 7 in favor, 1 opposed, motion passed.

Dr. Richard Heller moved, seconded by Gregory Johnson to hold the next meeting on September 19, 2022. Motion passed unanimously.

Meeting adjourned at 9:05 PM

Respectfully Submitted,

Submitted by: \_\_\_\_ *R.D.* \_\_\_\_ Reno DeLuzio, Chairman      Date: 9/22/22

Attachment 1-- August 8, 2022 Meeting - Agenda Item 3 Outline  
Attachments 2 through 10 were received and placed on file. Copies are available upon request.

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**Attachment 1**

August 8, 2022  
Meeting Minutes Draft (9-16-22)  
Attachments 2 through 10

3. TMM Survey 2022

3.1 Activities June 14- August 7, 2022 – (Attachment 2)

3.2 Questionnaire Hard Copy Version (Post 6-13-22) with Comment Boxes – Handout (Attachment 3)

a) Survey Monkey Email Invitation Message – (Attachment 4)

3.3 Consultations with Town Counsel (Meeting 7-12-22 & Various correspondence)

Reference:

- Memorandum to Town Counsel (Town Meeting Member Survey 2022 - Utilizing Town Meeting Members Email Addresses, dated July 5, 2022). Previously copied TMSIC.
- a) Email from Town Counsel – (Attachment 5)
- b) Major Take-Aways – (Attachment 6)
- c) Problem Questions – (Attachment 7)
- d) Questionnaire ( Post 6-13-22 Mtg. Markup after Town Counsel Mtg. 7-12-22) -- (Attachment 8).
- e) Email requesting TMM Authorization to use their email address for Survey – Handout (Attachment 9)
- f) IT Director's Role (6-13-22) Update (8-8-22) – Topic not introduced.
- g) Development Plan & Status (6-12-22) Update (8-8-22) – (Attachment 10)