

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
(TMSIC)
June 13, 2022

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, June 13, 2022. Renaldo A. Deluzio being the chair called the meeting to order at 7:16 p.m.

Present at the meeting were: Charles M. Clark, Sr., Renaldo A. Deluzio, Christine Crean, 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. Annual officer elections: Richard Heller nominated Renaldo Deluzio for Chair, seconded by Jose Morais. Chairman Deluzio nominated Brian Long for Vice Chair, seconded by Gregory Johnson. Charles Clark nominated Christine Crean for recording secretary, seconded by Jose Morais. All motions carried unanimously.

2. Approval of the minutes: May 18, 2022 minutes were accepted as corrected, (corrected, Brian Long was present for this meeting).

3. Invitation to Speak: No one requested to speak

4. Town Meeting Member Survey 2022 EXP:

Chairman Deluzio reviewed where the committee stands regarding the Questionnaire and noted the changes that were made since the last revision. Discussion ensued on Questions 7, 10, 12, 13, 15, 16, 18, 20, and 22. These questions will be revised in accordance with changes decided by the Committee and be reflected in the Chairman's action item to prepare the hard copy version of the Questionnaire for the Committee's review at the next meeting.

Chairman Deluzio talked about the various options of sending out the survey. There are many advantages of using Survey Monkey's email option which include the ability to block multiple responses from an individual recipient, sending thank you email for those who have responded, and sending reminder emails to those who have not responded. The committee approved sending the survey by email.

Chairman DeLuzio reviewed a draft of Survey Monkey's Invitation Email (**Attachment 1**). There was discussion about the time frame to keep the survey open. It was decided to set 14 days as a target for now. He also suggested that committee members time themselves when taking the survey, in the meantime a place holder of 3-5 minutes will be put in the Invitation Email.

There was a question about Survey Monkey's security to protect Town Meeting Members email addresses. Chairman Deluzio said that Survey Monkey has legal and privacy policies to protect Survey Recipients email addresses.

Chairman Deluzio went over the Town Meeting Member Survey 2022 Development Plan & Status (Attachment 2). He cautioned the committee that it will need to make sure the survey does not conflict with Town By-Laws, State Statute, Town Meeting Procedures, etc.. He will be conferring with Town Council.

Chairman Deluzio noted that he will not be able to chair a meeting in July due to family commitments and moved not have a meeting in July, Brian Long seconded. Passed unanimously.

5. May 23, 2022 Annual Town Meeting debriefing

Chairman Deluzio did not find any actionable anomalies.

Mr. Johnson noticed that when the time got close to 10 PM there were people who left the meeting. This would affect the quorum. There was discussion about whether or not to keep the 10 PM time limit.

Mr. Visconti brought up his concern about people who are not Town Meeting Members who join the voice vote. He acknowledged it is hard to control and goes away with E-Voting. He also commented that if extra mics (e.g., Fin Com, Select Board, etc.) are not turned off, their vote is amplified which distorts the voice vote. Mr. Bon Tempo noted that his mic is controlled by the IT technician. How the mics are actually controlled was uncertain.

Mr. Long said he didn't keep track of questions that were asked at the last Town Meeting which he had planned to do. He also noted that when there is some confusion regarding where each precinct begins and ends. He suggested having a sign with the precinct number on the chairs at the ends of each row within the precinct section *(The Chairman assumes he has an action item to pursue this suggestion with the Town Administrator)*

6. Committee Membership Recruitment

Chairman Deluzio asked committee members to once again start thinking about recruiting Town Meeting members to fill vacancies and hopefully participate until a vacancy becomes available *(Currently there are only 3 applications on file.)*. We also need to think about the future of this committee. He also noted that his term runs out in 2024. Mr. Long suggested there should be something added to the bottom of the survey about this. Chairman DeLuzio took Brian's suggestion under advisement.

Meeting adjourned at 8:58 PM

Submitted, R.D. Reno DeLuzio, Chairman

Date: Aug. 10, 2022

Town Meeting Member Survey 2022 EXP.

Dear Town Meeting Member,

The Town Meeting Study and Improvement Committee (TMSIC) developed this **23 question** survey to capture independent and objective feedback from Milford Town Meeting Members with the following objectives:

- Facilitate and improve Town Meeting Member preparedness;
- Assess changes in responses from the 2017 Survey;
- Guide the TMSIC in its deliberations;
- Improve Town Meeting Member attendance;
- Incentivize more of our citizens to seek this important office; and
- Thereby assure Town Meeting is preserved for future generations.

**To improve Town Meeting we need your participation.
Please take a few minutes to complete this survey by (TBD Date)
The information collected will be anonymous.**

[Begin Survey](#)

Please do not forward this email as its survey link is unique to you.
[Privacy](#) | [Unsubscribe](#)

Powered by  SurveyMonkey

OPTIONS SUMMARY

Sender Email Address: tmsic@townofmilford.com via surveymonkey.com

- All respondent information is excluded
- Respondents can edit responses during the survey only
- Invitation tracking is on
- Survey link domain is surveymonkey.com
- Custom thank you page is on
- After survey, respondents go to www.surveymonkey.com
- Disqualification message is on
- Instant results are off
- Cutoff date and time set
- No maximum response count
- No IP access restrictions
- No password protection
- Confirmation email is on

Town Meeting Member Survey 2022 Development Plan & Status (6-12-22)
(Items 1-5 Survey Monkey Process)

1.Design Survey

- Questionnaire Design --- Completed
 - “Current” to “Proposed” Examples posted on the TMSIC web page. Link inserted in Q22 and tested.

2. Preview and Score

- Testing during design to assure questions are responding as expected – Completed
 - Except for ☐ **All** and ☐ **All of the above** checkboxes. Could not resolve (*B. Cole could not resolve. Recommended they not be used.*)

3. Collect Responses

- Survey Monkey Email Invitation – Draft message and Option Selection completed. Sent test email to TMSIC Members & Consultant Volunteers.

4. Analyze Results – Have not reviewed tutorial

5. Present Results – Have not reviewed tutorial

Testing (*Advice: test, walk away, test again, and have independent party test*)

- Remaining Tests
 - Survey Monkey web-based test to self with multiple responses enabled to see how responses look (e.g. charts, graphs, comments, etc.) in the final product.
 - Test via Survey Monkey Email Invitation to TMSIC Members & Consultant Volunteers

Remaining Survey Development Tasks

- Request G. Moody review Questionnaire for conflicts with Town By-Laws, State Statute, Town Meeting Procedures, etc.
- Import 220 Town Meeting Member (TMM) email addresses Excel Comma [Separated Value (CSV) format] into Survey Monkey Email Invitation.
- Develop hard copy of the survey for the 20+/- TMM who do not have email addresses in the Town Clerks data base.
- Incorporate manual entries into the survey – Have not reviewed the tutorial

Issues

- R. Villani and G. Moody authorizations required for:
 - Importing TMM Email address to Survey Monkey Email Invitation.
 - Town Clerk would release TMM Email addresses to TMSIC (if authorized) if IT does not participate.
 - Authorizations uncertain.
- Assurance of Survey Monkey's security and protection of TMM Email addresses.
 - Request G. Moody provide an opinion on Survey Monkey's policies [i.e., Sender email address and verification (person receiving survey only sees their email address), Data retention, and Opt-out provision.]

Recommendations

- Add Brian Long to the Team (Survey Monkey plan funds 3 team members)
 - Bryan Cole contacted but cannot participate due to other commitments.
 - Save third slot for C. George if IT participates.
- Team Members finalize the Survey (including question adjustments as a result of testing) and submit it without further TMSIC meetings, barring any unforeseen circumstances that require Committee approval.