

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE  
(TMSIC)  
October 11, 2022

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Tuesday, October 11, 2022. Renaldo A. Deluzio being in the chair called the meeting to order at 6:30 p.m.

Present at the meeting were: Charles M. Clark, Sr., Renaldo A. Deluzio, Dr. Richard A. Heller, Jose M. Morais, Gregory Johnson and Brian Long. No members of the Participating Applicants to the Committee were present: Michelangelo Bon Tempo, Consultant Volunteer was also present. There was a guest at the meeting, James Wheelock, 1 Cunniff Avenue.

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

**1. Approval of the minutes:** September 19, 2022 minutes were accepted as presented.

**2. Invitation to Speak:** James Wheelock, 1 Cunniff Ave., requested to speak.

a) Mr. Wheelock's primary reason for attending was to make the Committee aware that Milford TV suspends recording during a recess called by the moderator to allow a non-resident of the town to speak when such permission is not granted by unanimous consent. He is concerned that it creates an incomplete record of the meeting.

Mr. Long noted that if this is the case, the lapse in the broadcast deprives the viewers at home from hearing the presentation being made by the speaker and the viewer does not get a full picture of what transpired before the vote is taken. Mr. Bon Tempo noted that during the Jan. 11, 2021 Zoom Town Meeting a recess was called to allow the Youth Center Director (a non-resident) to address the meeting.

After some discussion and at Dr. Heller's recommendation, Chairman DeLuzio took the action item to confer with Liz Harkins at Milford TV to review their policy (if any) and see what can be done to assure recording and broadcasting during this type of recess is not suspended.

b) Mr. Wheelock also commented that the Select Board does not release drafts of the Warrant as it is being developed to give members of the community advance notice of what is coming. There was no discussion.

c) Also, there is no Warrant Article supporting information provided on the town website.

Chairman DeLuzio responded by asserting the Committee has similar concerns and is addressing the issue in the Town Meeting Member Survey now being developed by the Committee. In particular there is a question in the Survey that asks Town Meeting Members if they favor certain Article information (e.g., [Purpose and Summary], [Land Articles: Locus Map, Zoning District Map, Satellite View], [Supporting Studies or Reports]) posted on the Town Website no less than 14 calendar days prior to Town Meeting.

### **3. TMSIC use of Town Meeting Member email addresses status.**

Chairman DeLuzio presented a TMSIC Meeting Outline for this meeting that chronicled the series of events from prior to the Sept. 19<sup>th</sup> TMSIC meeting through a meeting held with Town Clerk (Amy Neves) and IT Director (Chris George) on Oct. 6<sup>th</sup> (Attachment 1). He supplemented his presentation with the following:

- A-priory requirements (Handout)

- Matrix summarizing the Town Clerk's tasks (Handout)

- An introduction for the Oct. 6<sup>th</sup> meeting with Amy and Chris (Handout)

- Major Take Aways of the Oct. 6<sup>th</sup> meeting (Attachment 2)

Chairman Deluzio noted that he neglected to put Chris George on the TMSIC Oct. 11<sup>th</sup> Meeting Agenda distribution. However he personally invited Chris to attend. Chris had a conflict and could not attend.

The meeting clarified that it is the IT Director, not the Town Clerk, who sends emails to Town Meeting Members. The IT Director noted that the proposed Town Clerk/TMSIC procedure makes the TMM's email address visible to the TMSIC Chair and is unacceptable (i.e., does not comply with Attorney Gerry Moody's ruling). It is now the IT Director who would assume the Town Clerk/TMSIC tasks, including becoming a Survey Monkey Team Member for the purpose of sending the survey invitation email.

Progress going forward is now on hold pending Chris George consultation with Attorney Gerry Moody (See Attachment 2).

Meeting Adjourned at 7:30

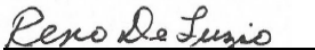
The following handouts are kept on file and are available upon request:

- A-priory requirements

- Matrix summarizing the Town Clerk's tasks

- An introduction for the Oct. 6<sup>th</sup> meeting with Amy and Chris

Respectfully Submitted,

  
**Reno DeLuzio. Chairman**  
**TMSIC**

Date: 11/21/22

**Oct. 11, 2022 TMSIC Meeting Outline**

Use of TMMs Emails procedure - Chronology of events

**Pre TMSIC Sept. 19<sup>th</sup> meeting** - First attempt IT Support

Response from Chris:

I am happy to have the meeting to discuss the logistics, but IT will not be facilitating emails for Board and Committees outside of its responsibilities for Town Meeting and Zooms. I will be discussing this with Rick Villani as well. IT is an operational department, not an administrative department.

Second attempt -- Switched from IT support to Town Clerk Support --

Draft dated 9-15-22 reviewed by the TMSIC on Sept. 19<sup>th</sup>. It showed substantial TMSIC Chair involvement. TMSIC Chair does not see TMMs email addresses. Still too many Town Clerk support tasks.

**Post TMSIC Sept 19<sup>th</sup> meeting** -- Revised 9-15-22 draft to clarify and further reduce the Town Clerk's tasks. A-priori requirements did not change [*Handout*]. Also prepared a matrix which summarizes the Town Clerk's tasks [*Handout*]. This version resulted in additional TMSIC Chair tasks but exposes the TMM's email addresses to the TMSIC Chair on the proposed Town Hall Computer.

**Meeting with Amy Neves and Chris George on Oct. 6<sup>th</sup>.** Met for over an hour. Chairman DeLuzio started the meeting with an introduction that listed the topics that would he would be addressing [*Handout*]. Chairman DeLuzio prepared the meeting's Major Take Aways [*Handout*] and emailed to Amy and Chris with a request to reply with corrections if any. Did not receive replies.

**TMSIC Chairman/Town Clerk/IT Director Meeting – Oct. 6, 2022**

**Major Take-Aways: (Emailed to Town Clerk and IT Director on Oct. 6<sup>th</sup>)**

1. Town Clerk to longer sends email to Town Meeting Members. Said emails are sent by the IT Director.
2. The IT Director does not favor the TMSIC Chair having access to Town Meeting Members (TMMs) email addresses on a Town Hall Computer Ergo, no need for the Town Hall Computer.
3. The Town Clerk's role is reduced to providing Town Meeting Members (TMMs) email address to the IT Director.
4. The IT Director will set up a separate email account for TMSIC emails, including the Survey Monkey Web Based email invitation.
5. All TMSIC emails, including the Survey Monkey Survey Invitation, will be sent via the IT Director, not the Town Clerk as proposed.
6. The IT Director will develop and demonstrate a program that creates two contact groups from the Town Clerk's TMMs email addresses, one group for TMSIC Communications and one group for the Survey, as a result of TMM's authorized choices for the use their emails. Ergo, no need for the TMSIC Chair to do so on a Town Hall Computer as proposed.
7. The IT Director will confer with Gerry Moody (Acting Town Counsel) regarding the Conditions listed in the attached Introduction and any Can-Spam Act requirements.
8. The IT Director will also review the email message requesting TMMs authorization to use their email address with Gerry . Gerry had previously approved the email message.

The TMSIC Chair will update the attached handouts as may be required as a result of the IT Director's consultation with Gerry.