

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
(TMSIC)

November 21, 2022

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Tuesday, November 21, 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, Michael Visconti, and Brian Long. 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. Approval of the minutes: October 11, 2022 minutes were approved as presented.

2. Invitation to Speak: No one requested to speak.

3. TMSIC use of Town Meeting Member email addresses status

Recent Chronology

Meeting #1: – With Christopher George (IT Director) and Amy Neves (Town Clerk) on 10/6/22. Major Take-Aways were noted. Town Clerk's role significantly reduced. IT Director's role was expanded. Mr. George wanted to discuss with Acting Town Counsel (Gerry Moody) before proceeding. Chairman DeLuzio to re-write IT Director's Support to TMSIC.

Meeting #2 – With Mr. George on 11/15/22. Major Take-Aways were noted. Time between meetings was primarily due to Mr. George being away for a week, his workload to prepare for the Oct. 24th STM, and scheduling a meeting with Attorney Moody. *[Note: Mr. George met with Attorney Moody who deferred all technical matters to Mr. George including Can Spam Act requirements. Both agreed that the Can Span Act is not applicable if a Town Meeting Member authorizes the use of his/her email address.]*

Chairman Deluzio followed up the Nov 15th meeting with an email to Mr. George on Nov.19th to confirm the Major Take-Aways and what was agreed to. It included the Proposed IT Director's Support to TMSIC (Draft 11-16-22). He also specified priorities for Mr. George, the first being the request of Town Meeting Members' Email Authorizations which includes the following:

- a) Prepare a fillable electronic form (in lieu of the proposed email message checklist) so that the responses can be electronically sorted into authorizations for Communications, Conducting Surveys, or Neither.
- b) Prepare an Affidavit for the Town Clerk to use for new Town Meeting Members' authorizations.

Chairman DeLuzio reviewed the Major Take-Aways of that meeting with the committee.

4. TMM Survey 2022 Questionnaire

Chairman DeLuzio suggested removing Question 7 - What are your reasons for not participating in Pre-Town Meeting Forums? He reasoned that since this TMSIC enumerated duty was deleted from the Standing Vote at the Oct. 24th STM, the information it would provide is mute. Mr. Long and Dr. Heller felt it should remain so that the committee can get a sense of why the participation was so low. There is a possibility that the responses may warrant revisiting the forum and perhaps reinstating it. Mr. Long noted that the committee could conduct a forum without the need to amend the Standing Vote. Chairman DeLuzio agreed to keep the question in the survey.

Chairman DeLuzio reported on self-testing the survey. Survey Monkey provides a feature for the survey designer to take the survey multiple times by turning off the option that restricts a recipient from taking the survey only once. This simulates a group taking the survey. Chairman DeLuzio took the survey 12 times. All questions except one (minor issue that was corrected) worked fine. Being able to take the survey only once on a single device worked. Inserting an incorrect password blocked taking the survey. All comment boxes functioned properly. He handed out some typical response charts. He noted that the results are also available in Power Point and Excel formats.

The next round of testing will be a test via the IT Department using the TMSIC members as recipients. *[Post meeting: Since the IT Director was not fully on board as a Survey Monkey team member, Chairman DeLuzio conducted this round. It will be tested again with TMSIC Members via the IT Dept. once the IT Director becomes a Survey Monkey team member.]*

5. Oct. 11th Meeting - Citizen's recommendations

Chairman DeLuzio handed out a letter (draft) that addressed Mr. James Wheelock's comments at the Oct. 11th TMSIC Meeting. There were no comments or changes. Chairman DeLuzio will mail it to Mr. Wheelock.

There was discussion regarding the process of not allowing a non-resident to speak at Town Meeting unless there is unanimous consent to do so. It only takes one Town Meeting member to object. Mr. Long suggested that if unanimous consent is not given, a 2/3 vote should be taken to avoid the Moderator having to suspend the meeting to allow the person to speak. Mr. Visconti felt that a non-resident should not be allowed to speak if they were going to advocate for or against the Article. Dr. Heller noted that presentations made by non-resident consultants for the Water Company acquisition were essential.

Other

Mr. Long brought the following issue to the committee's attention for discussion. He commented that information is not getting to Town Meeting Members well enough in advance of Town Meeting. This practice does not afford Town Meeting Members sufficient time to do their research or consult with their constituents. He cited the recent example of Town Meeting Members not knowing the \$2.5M cost of the Geriatric Authority's Article until they arrived at Town Meeting.

Dr. Heller commented that the Finance Committee has to know the dollar values of every articles well in advance of Town Meeting in order to make their recommendations. Mr. Visconti

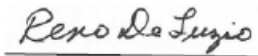
commented that the assertion “all meetings are open for the public to attend” is no excuse. Other examples were cited.

Chairman DeLuzio reminded the committee that there is a survey question that addresses this issue. He also noted that information can be provided to most Town Meeting Members via email in advance of Town Meeting once Town Meeting Members authorize the use of their email addresses for said purposes. *[However, those who do not authorize the use of their email address would have to be notified by US mail].*

No action was taken by the committee.

Meeting adjourned at 7:30 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Reno DeLuzio".

Reno DeLuzio, Chairman

Date: 12/13/22

