

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE
(TMSIC)
December 12, 2022

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, December 12, 2022. Renaldo A. Deluzio being in the chair called the meeting to order at 6:32 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. 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. Approval of the minutes: Mr. Visconti moved to approve the November 21, 2022 meeting minutes, seconded by Dr. Heller. The minutes were approved as presented.

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

3. Town Meeting Member Survey 2022 status:

Chairman Deluzio has been in communication with the IT manager Christopher George since November 19, 2022 to develop an electronic request form for Town Meeting members to authorize the use of their email address. Christopher George sent Chairman Deluzio a memo saying that while this task is important there are other needs he is working on and this will take time. Chairman Deluzio will continue to work with IT. Our subscription to Survey Monkey expires on March 31, 2023. After that, the subscription will need to be renewed for \$900.

Chairman Deluzio took the results of the recent survey that TMSIC members took. There were 17 responses, some took the survey more than once from different devices which was requested as an exercise. Survey Monkey allows 4 separate formats to present the survey results, 2 of these are usable -- Power Point and an Excel Spread Sheet. Handouts were provided from the 2017 survey as a reference.

A handout was also given with a sampling of some of the questions on the current survey. Chairman Deluzio explained the process of clean up and formatting that he did to make the responses readable and clearer. There was discussion regarding what information to capture and how to compute the results if not everyone responds or if some questions are not answered. The decision was made to stay with Survey Monkey's method for statistical analysis. Basically the individual response percentages are based on the number of those who responded to the question not on the percentage of the total number of persons who took the survey.

Mr. Marais suggested the following survey questionnaire changes: Question 4 is missing the word "you". In the preamble, use the word "gather" as opposed to the word "solicit" and to strike out the word "to primarily". He was able to take the survey on each of his five devices.

This is a deficiency of the Web based invitation. However, Survey Monkey advised that this abuse has not been experienced and should be of little concern.

Mr. Visconti reported that he was able to take the survey three times on his desktop and twice on his iPad. Chairman DeLuzio noted this should not happen. He asked Mr. Visconti if he had a private browser or is it set to "Incognito". He did not know anything about his browser. Chairman DeLuzio will send Mr. Visconti the survey again to see if he can repeat this condition and send an inquiry to Survey Monkey.

All members reported that the format looks good on various devices.

Based on the time to take the survey as reported by the members and Survey Monkey's estimate, it was decided to change the time interval from "3 to 5 minutes" to "5 to 10 minutes"..

Chairman DeLuzio introduced a new issue for discussion (See Attachment). Currently the TMSIC is charged with communicating directly with Town Meeting Members (TMM's) with IT. He noted that the TMSIC has a finite life. Absent the TMSIC, the communication link between Town Boards, Departments, Committees, Commissions, etc. and TMM's is broken. He proposed two questions be added to the survey asking TMM's if they would authorize the use of their email for all Town Boards, Departments, Committees, Commissions, etc. to communicate with them via the IT Department. Discussion regarding the wording of the questions ensued. Several edits were incorporated.

Mr. Morais suggested simplifying the questions. Chairman DeLuzio requested Mr. Morais send his simplified versions of the questions to him and he will bring them to the next meeting.

Dr. Heller moved to add the two questions, as may be simplified, asking TMM's if they would authorize use of their emails for communication by the specified Town entities, seconded by Gregory Johnson. Passed unanimously.

4. Town Meeting Procedural Guide:

Mr. Bon Tempo and Chairman DeLuzio met regarding the Town Meeting Procedural Guide on November 16, 2022. Mr. Bon Tempo noted that since we do not have authorization to use TMM's email addresses, the draft will be sent to the select group of reviewers listed below via US Mail. A cover letter will be included. Minor revisions were made to the draft. Font style and size was discussed. It was agreed that it should be recompiled with Arial 13pt. font.

Town Meeting Procedural Guide - Initial Reviewers (12-12-22)

Town Official	Position
Atty. Brian Murray	Town Counsel
Amy Hennessy Neves	Town Clerk
Zachary Taylor	Finance Director
Atty. Richard Villani	Town Administrator
Atty. Thomas O'Loughlin	Select Board
Paul Mazzuchelli	Select Board
Michael Walsh	Select Board
Atty. Gerald Moody	Former Town Counsel

Town Meeting Members

Jonathan Capece (Pct. 4)
Alexis Forgit (Pct. 5)
Michelle Kinsella (Pct. 6)
Glenn Wiech (Pct. 5)

Status

Newly Elected
Newly Elected
Recently re-elected (5 yrs. experience)
Recently re-elected (5 yrs. experience)

Stephanie Abisla (Pct. 3)
Angelo Calagione (Pct. 6)
Donato Niro (Pct. 5)

Experienced (many yrs. experience)
Experienced (many yrs. experience)
Experienced (many yrs. experience)

Dr. Heller suggested Blackstone Valley Tech and Milford High School be engaged to create a design cover for the final version of the Procedural Guide. Dr. Heller offered to donate a \$100 gift card to the winner. Dr. Heller will reach out to both schools.

Chairman DeLuzio handed out the TMSIC meeting schedule for 2023. All were in favor.

Meeting Adjourned at 7:50 PM

Respectfully Submitted,

Christine Crean

Christine Crean, Clerk

Date: 1/10/2023

COMMUNICATING WITH TOWN MEETING MEMBERS

Proposed Survey Questions (12-12-22)

Would you authorize the use of your email address by all town boards, commissions, department heads, and committees to communicate with you via the IT Dept. provided all communication is approved by Town Counsel?

☐ Yes ☐ No

Would you authorize the use of your email address to invite you to participate in Town Meeting Member surveys via the IT Dept., provided a Web Link and not your email address is used to conduct the survey?

☐ Yes ☐ No