

# TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE

(TMSIC)

March 13, 2023

## Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, March 13, 2023. Renaldo A. Deluzio being in the chair called the meeting to order at 6:35 p.m.

Present at the meeting were: Renaldo A. Deluzio, Brian Long, Christine Crean, Dr. Richard A. Heller, Michael Visconti, Gregory Johnson, Charles Clark, Joe Morais. 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 is being audio recorded and if there was any objection. Hearing none the meeting was recorded.

**1. Approval of the February 13 ,2023 minutes:** Mr. Long noted that on the last page item 1, “non-committee member” should be changed to “ committee member”. The minutes were approved as corrected.

**2. Invitation to Speak:** No one from the public being present, an invitation to speak was unnecessary.

### **3. Town Meeting Member’s Email Address Authorization Status:**

Chairman Deluzio reported on a meeting he had with Town Counsel Attorney Brian Murray on 2/21/23. made some good suggestions. Attorney Murray noted that the Authorization Form should not be called an Affidavit. An Affidavit is a legal document subject to the penalties of perjury. It should be titled “Authorization”. He also thought the wording was confusing and it assumes Town Meeting Members know how the survey worked. Chairman DeLuzio said he would revise the Authorizations. Attorney Murray thought the Email message was o.k.. Town Counsel Murray approved the revised Authorization.

Chairman DeLuzio sent a memo to Chris George (dated 2/23/23) regarding the meeting he had with Town Counsel Murray which included the revised Authorizations.

Now that it seemed all were on the same page, Chairman DeLuzio reported that he drafted a memo to Town Administrator Richard Villani to brief him of this initiative. He sent that email to Mr. George on 2/27/23 for his review. His response was he does not maintain email contact lists. He did not respond to the substance of the memo. Chairman DeLuzio handed out a memo to Mr. George (dated 3/7/23 ) explaining the email contact lists he is to maintain are those generated as result of the Authorizations not the master email contact list maintained by the Town Clerk. No response as of (3/13/23).

Mr. Long opined that perhaps Mr. George is averse to the term “maintains”. Chairman DeLuzio did not think that is the issue but will get clarification from Mr. George.

Mr. Visconti suggested adding a date to the Authorization form number. Mr. Bon Tempo noted the numbering was incorrect.

#### **4. Town Meeting Procedural Guide Status:**

Mr. Bon Tempo reported that the font was changed to Arial 12 pt. and reformatted. It added a couple of pages. The letter to selected reviewers is almost finished. Mr. Bon Tempo expects it will be sent it to the reviewers by the end of April.

Chairman DeLuzio reported that an on-line quote from Staples resulted in a cost of \$400 for 20 copies. He also had quotes from both Minuteman Press and Staples for 300 quantity. Minuteman Press was about half the Staples quote. He anticipates a small quantity quote from Minuteman Press will be less than Staples quote. He will request a quote from Minuteman Press.

Motion was made and seconded to increase the number of copies from 20 to 25 copies (15 reviewers + 8 TMSIC + 2 extra) not to exceed \$400. Passed unanimously.

Dr. Heller recommended the Committee look in to getting a large quantity quote from Blackstone Valley Tech. He will fill out BVT's on line form to get our printing project into their system for consideration.

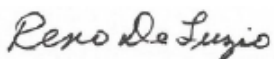
#### **Other:**

Since there is no longer a need to increase TMSIC's budget, the vote taken at the February 13, 2023 meeting to submit a budget request article for the May 22, 2023 Town Meeting Warrant needs to be rescinded. Motion made and seconded that the vote of the February 13, 2023 TMSIC meeting to submit said article be rescinded. Passed unanimously.

Survey Monkey's subscription expires on March 31<sup>st</sup>. Chairman DeLuzio noted that the Town Meeting Member Survey planned for 2022 has now moved to 2023 due to delays in resolving the Town Meeting Members Email Authorization issues. He asked for a motion to renew Survey Monkey's subscription for another year in the amount of \$900. Motion was made and seconded. Passed unanimously.

Meeting Adjourned at 7:30 PM

Submitted:



Reno DeLuzio, Chairman

Date: 4/12/23