

**TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE  
(TMSIC)**

**TOWN HALL  
52 MAIN STREET MILFORD, MA 01757**

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday, September 16, 2019, in Room 14 of the Town Hall. Renaldo A. DeLuzio being in the chair called the meeting to order at 7:15 p.m.

Present at the meeting were eight members of the Committee: Chairman Renaldo A. DeLuzio, Clerk Michelangelo Bon Tempo, Charles M. Clark, Sr., Susan Marie Hastert, Richard A. Heller, Vice-chairman Bartholomew R. Lawless, Kathryn L. Mastroianni, and Steven J. Trettel. One member of the Committee was absent: Jose M. Morais. Three Participating Applicants to the Committee were present: Christine Crean, B. Gregory Johnson and Brian W. Long. Present from the public was Henry M. Shahnmanian.

1. Chairman DeLuzio moved and the minutes of the regular meeting of August 19, 2019 were accepted as corrected.

Chairman DeLuzio moved and the minutes of the special meeting of September 9, 2019 were accepted as corrected.

2. Richard A. Villani, Esq., Town Administrator, informed Chairman DeLuzio that he was not certain as to when the Warrant for the October 28, 2019 Special Town Meeting will be available. A best guess is September 23<sup>rd</sup>, so Chairman DeLuzio will adjust the Forum timeline based on that date.

Chairman DeLuzio inquired of Mr. Trettel the time needed for the Electronic Voting demonstration. Mr. Trettel responded that he envisioned a 30-minute demonstration followed by a 10 to 15-minute question and answer session before the start of the Forum. After discussion, the Committee were of the opinion that 40 to 45-minutes would take up too much time, and by unanimous consent the Committee agreed that it would be best to incorporate a PowerPoint demonstration as part of the presentation of the article for Electronic Voting during the Forum.

Chairman DeLuzio presented two options for a press release. The options were reviewed and discussed – Option 1 had a relatively fixed date for when the Warrant would be made available, while Option 2 was open ended. Given the Committee’s consensus for a PowerPoint demonstration on Electronic Voting, by unanimous consent an amendment was made to both Options by striking the last paragraph and inserting the following: “Please note, the Forum will include a demonstration of Electronic Voting.”

[Mrs. Crean entered the room at 7:25 p.m.]

Chairman DeLuzio moved to accept Option 1 as amended. The motion as amended was carried: 7 in favor, 1 opposed.

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[Mr. Johnson entered the room at 7:33 p.m.]

3. Mr. Trettel gave an update on the plans for presenting an Electronic Voting demonstration at the October 22<sup>nd</sup> Pre-Town Meeting Forum. A one to two-page fact sheet will be sent to Town Meeting members before the Forum. As part of presentation of the Committee's article on Electronic Voting, Mark A. Fite, President and CEO of Option Technologies International, will give a PowerPoint demonstration of the capabilities of the proposed system to be used at Town Meeting.

4. Mr. Lawless gave an update on the Committee's Recruitment Program. He reported the following for the Committee's first attempt at recruiting new Participating Applicants: Of the 29 candidates identified by the Committee, letters were sent to eight candidates who were most receptive to the respective Committee members' preliminary inquiries. To date, four candidates responded to the letter and four did not respond; three are now Participating Applicants and one had to withdraw due to family obligations. Additionally, three other candidates are now Consultant Volunteers.

Mr. Lawless distributed a new Recruitment Policy and requested the Committee members review and provide comments on the policy at the November regular meeting.

5. Chairman DeLuzio presented the revised Committee's Duties and Responsibilities and Ground Rules from the August 19<sup>th</sup> regular meeting.

The Duties and Responsibilities were reviewed, and the following additional revisions were suggested: include a definition of a Sub-committee and a definition of a Task Group, as well as defining the Chairman's budget responsibilities. The Ground Rules were reviewed, and one additional revision was suggested: add the fact that Task Groups are not subject to the Open Meeting Law. By general consent the revisions were accepted and Chairman DeLuzio will present the revised documents at the next scheduled regular meeting.

6. Chairman DeLuizio reviewed the payment authorization process for invoices generated by the Committee. Chairman DeLuzio moved and by unanimous consent the Committee agreed to table the matter.

7. Mr. Johnson commented on Electronic Voting.

Mr. Shahniamian declined an invitation to speak.

The meeting adjourned at 9:20 p.m.

Michelangelo Bon Tempo  
Clerk

Approved  
10/10/2019