

**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, August 27, 2018, 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 seven members of the Committee: Renaldo A. DeLuzio (Chairman), Bartholomew R. Lawless (Vice-chairman), Michelangelo Bon Tempo (Clerk), Susan Marie Hastert, Kathryn L. Mastroianni, Richard A. Morrison and Steven J. Trettel. Richard A. Heller and Joanne Dillon, members of the Committee, were absent. Two Participating Applicants to the Committee were present: Charles M. Clark, Sr. and B. Gregory Johnson. Present from the public were Harold S. Rhodes and Michael P. Visconti, Jr.

Chairman DeLuzio informed the Committee of Joanne Dillon's resignation.

1. Chairman DeLuzio moved to accept the minutes of the regular meeting of May 21, 2018 as read.

The motion was carried unanimously.

2. The Sub-committee #4 Report of March 26, 2018 stated that a prerequisite for producing a handbook on rules and procedures for town meeting is the codification of those rules and procedures. All the Articles for submission to the Warrant for the October Special Town Meeting, except for the funding of the Committee's expenses, are based on that premise.

The Sub-committee realized that a manual of parliamentary law should serve as the foundation of those codified rules and procedures. After careful deliberation, the Sub-committee deemed *Town Meeting Time* as best suited to meet that need.

Mr. Bon Tempo presented the following Article on *Town Meeting Time* for submission to the Warrant for the October Special Town Meeting.

To see if the Town will vote to add a new standing vote of the Milford Town Meeting by inserting a standing vote as follows:

The proceedings of Town Meetings shall be conducted in accordance with the most recent edition of *Town Meeting Time* by Johnson, Trustman, and Wadsworth, except as modified by Massachusetts General Laws and the General By-laws, Standing Votes of Town Meeting and traditions in Milford.

Chairman DeLuzio moved to accept the Article as presented; the motion was carried, 7 in favor to 0 opposed.

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The Article on “Salute to the Flag” was based on the results of the Survey conducted by the Town Meeting Working Group.

Town Meeting Working Group 2017 Survey – Final Report

7. Would you like the Pledge of Allegiance recited at the beginning of each meeting?

Response

| | | |
|-------------------|-----|-----------|
| Yes | 77% | 147 |
| No | 12% | 23 |
| Don't know/unsure | 12% | <u>22</u> |
| | | 192 |

Mr. Bon Tempo presented the following Article on “Salute to the Flag” for submission to the Warrant.

To see if the Town will vote to add a new standing vote of the Milford Town Meeting by inserting a standing vote as follows:

Immediately after the call to order of an Annual or any Special Town Meeting, except for a Special Town Meeting immediately preceding or within an Annual Town Meeting, the Town Meeting members who so desire shall be given the opportunity to recite the Pledge of Allegiance of the United States.

After the beginning of the opening session of an Annual or October Special Town meeting but prior to consideration of any warrant articles, the Moderator, at his discretion, may invite a Milford school choir group to sing the National Anthem or other patriotic song.

There shall be no obligation or requirement imposed upon any individual Town Meeting member or other person present to participate in any way if he or she does not desire to do so.

Chairman DeLuzio moved to accept the Article as presented; the motion was carried, 7 in favor to 0 opposed.

As a result of extensive research, the Sub-committee identified 23 items relative to the proceedings of town meeting. The Sub-committee subsequently met with Atty. Michael J. Noferi, Town Moderator, on two occasions. Discussion resulted in the disposition of the 23 items as follows:

- 5 became Articles in the Warrant;
- 5 were referred to Town Administrator for further action (see Agenda Item 3);
- 12 were matters for the handbook by purview of the Town Moderator;
- 1 was tabled for additional study.

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Where *Town Meeting Time* was not explicit, the Sub-committee deemed it necessary to codify the customary practice of our town meeting. Thus, the rules found in the next three Articles were presented to the Committee for submission to the October Special Town Meeting Warrant.

Mr. Bon Tempo presented the following Article on Motions in Writing for submission to the Warrant.

To see if the Town will vote to add a new standing vote of the Milford Town Meeting by inserting a standing vote as follows:

Main motions, amendments to main motions, secondary amendments, and motions to commit or refer shall be reduced to writing and copies of said motions are to be provided to the Moderator and Town Clerk at the time of introduction to the meeting.

Chairman DeLuzio moved to accept the Article as presented; the motion was carried, 7 in favor to 0 opposed.

Mr. Bon Tempo presented the following Article on the Seconding of Motions for submission to the Warrant.

To see if the Town will vote to add a new standing vote of the Milford Town Meeting by inserting a standing vote as follows:

The Moderator shall second all motions that require a second.

Chairman DeLuzio moved to accept the Article as presented; the motion was carried, 7 in favor to 0 opposed.

Mr. Bon Tempo presented the following Article on the Motion to Dispense/Waive the Reading of a Main Motion or Report for submission to the Warrant.

To see if the Town will vote to add a new standing vote of the Milford Town Meeting by inserting a standing vote as follows:

The Moderator, at his discretion, may entertain a motion to dispense with or waive the reading of a main motion or report. If said motion is entertained, the moderator shall ascertain from the sponsor if the main motion or report is exactly as it appears in the Warrant or other printed material made available to the voters prior to the opening of that Town Meeting session.

If the main motion or report is not the same, then the sponsor shall, for the record, note or indicate any differences.

This motion requires a second and a majority vote; may be debated and reconsidered, but not amended; and may interrupt the speaker.

Chairman DeLuzio moved to accept the Article as presented; the motion was carried, 7 in favor to 0 opposed.

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In *Town Meeting Time*, one of the basic points of the motion to postpone indefinitely is that it is debatable, therefore rendering the rule to “pass over an article” as found in Section 3 of the Standing Votes of the Town Meeting redundant.

Mr. Bon Tempo presented the following Article to delete Section 3 of the Standing Votes of the Town Meeting for submission to the Warrant.

Section 3.

That the meeting establish at this meeting that the rule to “pass over” an article be debatable and this to become effective immediately.

Mr. Morrison moved that this item be laid on the table and be taken up for the Annual Town Meeting.

Mr. Morrison felt that the Committee may have a difficult time explaining this article at Town Meeting given members unfamiliarity with *Town Meeting Time* and the sense that a rule is being taken away from them.

The motion to lay on the table carried, 7 in favor to 0 opposed.

The Committee has found itself with no funding to cover general expenses to carry out its enumerated duties. Chairman DeLuzio recommended a request for funding in the amount of \$5,000 for general expenses which may include but not limited to the following categories:

1. Consultant fees associated with:
 - the development and publication of a Town Meeting Procedural Guide and a Town Meeting Handbook;
 - the development of Educational Videos;
 - additional audio system improvements.
2. Mailing envelopes and address labels for:
 - distributing information via US mail to the 50+/- TM members who do not use email or do not wish to provide their email address to the Town Clerk;
 - conducting additional TM Member surveys.

Note: Copying services are provided by Town Hall (TMSIC account) and postage is provided by the Town Clerk.

Chairman DeLuzio moved to submit the following Article for the Warrant to fund the TMSIC for General Expenses.

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money in the amount of \$5,000, to be spent under the jurisdiction of the Town Meeting Study and Improvement Committee, for general expenses

The motion as presented was carried, 7 in favor to 0 opposed.

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3. (a) Mr. Bon Tempo presented the matter on the discrepancy between the current practice of incumbents giving written notice to the Town Clerk of their intention to seek re-election and the Act Establishing Representative Town Meetings' requirement that nominations of all candidates, including incumbents, for Town Meeting members be made by nomination papers.

Chairman DeLuzio moved that this matter be referred to Richard A. Villani, Town Administrator; the motion to refer was carried unanimously.

(b) Mr. Bon Tempo presented the matter on the potential problem that may arise from the language used in Article 1 of the Warrant for the Annual Town Meeting.

Chairman DeLuzio felt that the referral of this matter to Town Administrator Villani could wait until the Annual Town Meeting.

Chairman DeLuzio moved that this matter be laid on the table and be taken up for the Annual Town Meeting; the motion to lay on the table was carried unanimously.

(c) Mr. Bon Tempo presented the matter on changing the language of the motion used for Article 4 of the Warrant for the Annual Town Meeting.

Chairman DeLuzio felt that the referral of this matter to Town Administrator Villani could wait until the Annual Town Meeting.

Mr. Rhodes spoke on the inadequacy of the financial information on the School Budget related in the Finance Committee report of Article 4.

Mr. Visconti spoke on the overall inadequacy of the financial information related in the Finance Committee report of Article 4.

Chairman DeLuzio thanked Messrs. Rhodes and Visconti for their comments and took them under advisement.

Chairman DeLuzio moved that this matter be laid on the table and be taken up for the Annual Town Meeting; the motion to lay on the table was carried unanimously.

(d) Mr. Bon Tempo presented the matter on omissions and typographical errors in the Standing Votes of the Town Meeting – Town Meeting Rules.

Chairman DeLuzio moved that this matter be referred to Town Administrator Villani; the motion to refer was carried unanimously.

(e) Mr. Bon Tempo presented the matter on updating Section 5 of the Standing Votes of Town Meeting – Town Meeting Rules, the rule pertaining to new capital expenditures.

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Chairman DeLuzio felt that the referral of this matter to Town Administrator Villani could wait until the Annual Town Meeting as it would require further study and input from the Finance Committee.

Chairman DeLuzio moved that this matter be laid on the table and be taken up for the Annual Town Meeting; the motion to lay on the table was carried unanimously.

4. Preliminary to an update on the Pre-Town Meeting Forum, Mr. Morrison gave the following update to the Committee on the Mentor Program.

- Lauren M. Wilton has been paired with Vincenzo Valastro.
- Two additional existing Town Meeting members have expressed a willingness to serve as mentors.
- A paragraph will be added to the letter that Amy E. Hennessy Neves, Town Clerk, sends out to recently elected Town Meeting members discussing the Mentor Program and inviting them to participate.

Mr. Morrison informed the Committee of the Sub-committee's intention to schedule the Pre-Town Meeting Forums on the Wednesday prior to each Town Meeting. For the October Special Town Meeting the date would be Wednesday, October 10. The Forum would start at 7:00 p.m. and be held in the upper Town Hall. Correspondence will be sent to all Town Meeting members concerning the purpose, date and time of the Forum.

Town Moderator Noferi has agreed to chair the Forum. Town Meeting members and the public will be able to submit questions or specify which articles they would like to have discussed. The Sub-committee will meet with Atty. Noferi on September 17 to discuss the mechanics of the Forum.

Mr. Trettel suggested making the Forum as informal as possible to put people at ease.

Ms. Mastroianni suggested developing some feeder questions to facilitate discussions.

Mr. Morrison took these suggestions under advisement.

5. Mr. Johnson, Participating Applicant, made the following comments during the course of the meeting.

- Requested that the Committee verify the Survey results on reciting the Pledge of Allegiance.
- Requested that the Pledge of Allegiance be recited prior to the start of the actual meeting since it is not town business.
- Suggested that the Committee should combine interrelated articles under one article, when possible.
- Shared some relevant Capital Improvement Committee experiences with regards to the timing of any pre-Town Meeting events.

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- Suggested that the Committee consider holding the proposed pre-Town Meeting events in smaller groups (possibly organized by Precinct) and/or by smaller subset(s) of the actual warrant.
- Suggested the Precinct Monitors be enlisted to contact their constituents to see what articles may be of particular interest/concern and solicit questions. Then, the questions could be sent to the respective sponsors, in hopes that they would address them during their actual presentations on the floor.

Chairman DeLuzio thanked Mr. Johnson comments and took them under advisement.

6. Mr. Rhodes declined an invitation to speak again. Mr. Visconti was no longer present having departed the meeting after the second agenda item.

The meeting adjourned at 9:50 p.m.

Michelangelo Bon Tempo
Clerk

Approved
9/24/2018