

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

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

Meeting Minutes

A special meeting of the Town Meeting Study and Improvement Committee was held on Tuesday, January 15, 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 seven members of the Committee: Renaldo A. DeLuzio (Chairman), Bartholomew R. Lawless (Vice-chairman), Michelangelo Bon Tempo (Clerk), Charles M. Clark, Sr., Richard A. Heller, Jose M. Morais, and Steven J. Trettel. Two members of the Committee was absent: Susan Marie Hastert and Kathryn L. Mastroianni. One Participating Applicant to the Committee was present: B. Gregory Johnson.

On an administrative note, Chairman DeLuzio requested that the members verify receipt of the Annual Distribution of the Conflict of Interest Law Summary from Amy Hennessy Neves, Town Clerk.

1. The meeting dates for 2019 were accepted by unanimous consent.
2. Mr. Bon Tempo informed the Committee that an article for codifying Town Meeting procedures would be delayed until the October Special Town Meeting. Sub-committee #4 is focusing on getting a Town Meeting Procedural Guide ready for distribution prior to the Annual Town Meeting.

Chairman DeLuzio informed the Committee of a possible article for the Annual Town Meeting to fund an audio enhancement. The Information Technology Department is investigating a new podium with dual microphones. Funding may not be required if Richard A. Villani, Town Administrator, has the funds or if advance funding can be secured from the Finance Committee.

3. Chairman DeLuzio gave an update on the five items referred to Richard A. Villani at the August 27, 2018 regular meeting. These items materially impact the Committee's enumerated duty to develop Town Meeting Handbook.

- Item 1: an incumbent giving written notice to the Town Clerk for reelection as a Town Meeting member was disposed of with the passage of an article at the October 15, 2018 Special Town Meeting.
- Item 2: Standing Votes of the Town Meeting – Town Meeting Rules, Section 5 on capital expenditures must be discussed with the Finance Committee.
- Item 3: the language used in Article 1 of the Annual Town Meeting Warrant - to hear and act on reports must be discussed with Charles Boddy, Town Counsel.
- Item 4: the language used in Article 4 of the Annual Town Meeting Warrant – handling the budget must be discussed with Charles Boddy, Town Counsel.

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- Item 5: omissions and typographical errors in the Standing Votes of the Town Meeting – Town Meeting Rules must be discussed with Charles Boddy, Town Counsel.

Mr. Bon Tempo requested that the following item be added to the list: removal of the Chairman of the Board of Public Welfare as a designated Town Meeting Member at large from Section 3 of the Act Establishing Representative Town Meetings. The Town of Milford no longer has a Board of Public Welfare. This change to the Act would require the Town to submit special legislation to the General Court via an article in warrant for the Annual Town Meeting.

4. Chairman DeLuzio reviewed the following list of goals for the next several months for the Committee.

1. Complete Electronic Presentation Guidelines
2. Develop Presenter's Speaking Guidelines
3. Develop strategy and plan to introduce Town Meeting Procedural Guide to Town Meeting members
4. Continue Handbook Development
5. Continue Audio Enhancements discussions with Information Technology Department
6. Add Massachusetts Moderators Association town meeting videos to the Committee's web page
7. Begin adding a few trial town meeting educational videos to the Committee's web page
8. Pre-Town Meeting Forum Plan (Milestone Schedule and Guidelines)
9. Develop strategy and plan for introducing Electronic Voting to Town Meeting members
10. Follow up on "2018 Items Referred to the Town Administrator"
11. Follow up on the 2018 matters taken under advisement by the Selectmen (such as, establishing standard dates for the Annual and Fall Town meetings)
12. Execute Recruitment Policy
13. Develop Public Relations Program
14. Research existing published Finance Committee information and data as a pre-requisite to recommending improvements
15. Continue email address outreach

The goals were accepted by unanimous consent.

Mr. Bon Tempo's request that an additional goal be added to the list was accepted by unanimous consent: That the Committee investigate whether the 30 signatures required for new candidates to be on the ballot for Town Meeting member is a barrier to entry. A review of the thirty-four towns with representative town meetings found that twenty-seven require 10 signatures for new candidates to be placed on the ballot.

A formal study would require contacting town clerks to see if there is any data to correlate the number of signatures required of new candidates to the number of candidates who take out nomination papers.

5. Chairman DeLuzio and Mr. Lawless presented a new recruitment proposal to get more Town Meetings members involved in the Committee's work.

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The proposal was accepted by unanimous consent.

6. No one from the public was present.

The meeting adjourned at 9:55 p.m.

Michelangelo Bon Tempo
Clerk

Approved
1/28/2019