

TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE  
(TMSIC)  
September 11, 2023

Meeting Minutes

The regular meeting of the Town Meeting Study and Improvement Committee was held on Monday , September 11, 2023. Renaldo A. Deluzio being in the chair called the meeting to order at 6:30 p.m.

Present at the meeting were: Renaldo A. Deluzio, Brian Long, , Dr. Richard A. Heller, Charles Clark, Joe Morais, Michael Visconti, and Gregory Johnson. Absent from the meeting was Christine Crean. No members of the Participating Applicants to the Committee were present.

Chairman Deluzio announced the meeting was being audio recorded and asked if there were any objections. Hearing no objections, the meeting was recorded.

**1. Approve the following Meeting Minutes:**

April 10, 2023 --- Approved as presented.

May 18, 2023 --- Approved as presented.

July 11, 2023 --- Approved as presented.

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

**3. Proposed Articles for the October 30, 2023 Special Town Meeting.**

Chairman DeLuzio pointed out that he had been considering two articles. One to dissolve the Committee and the other to request funding to print and mail the Procedural Guide.

However, before getting into discussion on the article to dissolve the Committee, he handed out a chart which showed each Committee member's term limit date. After some discussion, corrections were made to the chart. Chairman DeLuzio's term will expire on January 24, 2024. This date is a factor in determining the effective date of the motion to dissolve. Chairman DeLuzio will send a corrected chart to all members.

**Article to dissolve the Committee**

Chairman DeLuzio presented a draft of the motion to dissolve the Committee which he reviewed with Town Counsel. There were no comments to the proposed motion. The reason for the motion was amended to reflect the revised term limits, deleted the words "and have expressed their desire not to serve beyond Jan. 24<sup>th</sup>", and inserted the sentence "On Sept. 11, 2023 the TMSIC voted in favor of dissolving the Committee". **See Attachment 1.**

A motion was made and seconded to dissolve the Committee, and to submit the Warrant Article motion as written with the reason for the motion as amended. Motion passed, 6 in favor and 1 opposed.

**Article to request funding for printing and mailing the Procedural Guide**

Dr. Heller reported on his discussions with Blackstone Valley Tech regarding printing the Procedural Guide. Chairman DeLuzio advised that we should keep them as an option if we could not afford to pay for printing and mailing with the remaining Committee funds of \$1,969. He handed out an analysis of the cost of printing using Minuteman Press's today's quotes with comb binding and saddle stitch binding . **See Attachment 2.** He passed out a blank saddle stitched guide to get a feel for it. Sufficient funds are available for printing and mailing the saddle stitched version.

A motion was made and seconded to approve the saddle stitched version. Motion passed unanimously.

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

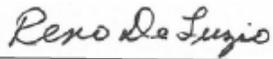
Chairman DeLuzio went over his to-do list with Mr. Bon Tempo and handed out the Procedural Guide Select Reviewers Status chart. **See Attachment 3.** Of the 6 that received the August reminder letter, only Mr. Wiech responded. Mr. Bon Tempo still needs to provide the Committee with his disposition of all the comments received.

Chairman DeLuzio also reported on a conversation he had with Town Council Brian Murray and former Town Counsel Gerry Moody regarding the procedural guide. They had two concerns 1) that the moderator may find himself adjudicating procedural issues raised by Town Meeting Members which will take away from the discussion and business of the Town Meeting, and 2) the detail presented in the guide may discourage people from running for Town Meeting Member. They concurred that the moderator has the authority to set the rules of the Town Meeting. Procedural Guide review comments will not be forthcoming from them. The Committee did not concur with the Town Counsels' concerns.

#### **5. Move the question vs time limits discussion (Mr. Long's request).**

Mr. Long withdrew his request.

The meeting adjourned at 6:50 PM.



Reno DeLuzio, Chairman

Date: 10/12/2023

#### Attachments:

1. Oct. 30, 2023 Special Town Meeting – Warrant Article Submission Form
2. TMSIC Cost & Funding (9/8/23) – Procedural Guide Printing and Mailing Costs
3. Procedural Guide Select Reviewers Status



# MILFORD SELECT BOARD

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

Phone 508-634-2303 Fax 508-634-2324

Attachment 1

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS  
FROM: MILFORD SELECT BOARD  
RE: **SPECIAL TOWN MEETING**  
DATE: August 29, 2023

**THE 2023 SPECIAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00PM, ON MONDAY, OCTOBER 30, 2023.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [www.milfordma.gov](http://www.milfordma.gov) under Town Administrator/Select Board's Page. Please submit Warrant Articles now.

Reproduce this form for each warrant article and submit one copy only to the Town Administrator.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

I move the Town vote to dissolve the Town Meeting Study and Improvement Committee and further to rescind the standing vote entitled "Town Meeting Study and Improvement Committee" in its entirety. This action shall take effect on January 25, 2024.

B. SOURCE OF FUNDING: Bonding  Approp.  Transfer N/A  AMOUNT: \$

C. SPONSOR (Board or Official)

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

Include account title(s) and number(s) if transfer of funds is involved.

The TMSIC is comprised of 9 members. A TMSIC member's term of office is limited to 6 years from the sworn-in date. There are currently 8 members and one vacancy. Chairman DeLuzio and one other member's term will expire by Jan. 24, 2024. All 6 remaining members expressed no interest in assuming the Chair. Several attempts to recruit Town Meeting members to submit an application to fill vacancies have been unsuccessful. On Sept. 11, 2023 the TMSIC voted in favor of dissolving the Committee.

For office use: SB \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**

TMSIC Cost & Funding (9-8-23)(Town Meeting Procedural Guide Printing & Mailing Cost)

Original TMSIC funding 2018 ---- \$5,000

Expenses:

Survey Monkey ----- \$2,759 (3 years) [Note 1]

Minuteman Press ----- \$ 272 (Procedural Guide – 25 copies)

Total -- \$3,031

Balance as of 9/8/23-----\$1,969

Anticipated Expenses:

Town Meeting Procedural Guide

Printing ----- \$1,257 (300 copies) [Note 2]

Mailing ----- \$ 424 (205 copies @ \$2.07 ea.) [Note 3].

Total ---\$1,681

Ending Balance ---- \$288

Notes:

1. Current Subscription expires April 2024
  2. Sept. 11 Minuteman quote (Saddle Stitch Binder)
  3. May 2023 Town Meeting Members (205). Post Office actual unit cost.
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Anticipated Expenses:

Town Meeting Procedural Guide

Printing ----- \$1,893 (300 copies) [Note 2]

Mailing ----- \$ 1,107 (205 copies @ \$5.40 ea.) [Note 3].

Total ---\$3,000

Shortfall ---- (\$1,031)

Notes:

1. Current Subscription expires April 2024
  2. Sept. 11 Minuteman quote (Comb Binder)
  3. May 2023 Town Meeting Members (180 elected + 25 At Large = 205).  
Post Office actual unit cost.
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<b>Milford Town Meeting Procedural Guide (Select Reviewers)</b>		
<b>Request Letters Dated May 18, 2023</b>		
<b>Reminder Letters Dated Aug. 23, 2023</b>		
	<b>Name</b>	<b>Responded As of 9/8/23</b>
1	Brian Murray, Esq.	
2	Zachary Taylor, CGA	x
3	Amy Hennessy Neves	x
4	Richard A. Villani, Esq.	
5	Paul Mazzuchelli	x
6	Michael K. Walsh	
7	Thomas J. O'Loughlin, Esq.	x
8	Gerald M. Moody, Esq.	
9	Jane T. Casey	x
10	Douglas C. Rennie	x
11	Glenn D. Wiech	x
12	Michelle Kinsella	
13	Stephanie P. Abisla	x
14	Donato F. Niro, Jr.	
15	Angelo A. Calagione, Esq.	x