

Town Meeting Working Group Minutes

Monday August 29, 2016, 7:00 PM

Town Hall Room 14

Members Present: Richard Heller (1) Mike Noferi, Mike Visconti (8), Peter Scandone, Reno DeLuzio (7), Tom Harmon (3), Kim Smith (CFM), Steve Trettel and Mike BonTempo (4) and Jose Costa (teleconference) (2)

Members Absent: Paul Malnati (6)

Agenda Items

Peter checked the *Talent Bank* with Rick Villani, but there were no resources that would apply to fill the precinct 5 vacancy.

(On 8/30 Mike N. advised Peter that both Mr. Macklow and Mr. Pond are unable to fill precinct 5 on the committee. Steve will reach out to Mr. Cecchi)

Peter will ask each member to list their name, address, phone number and email address on a hand out, as requested by Reno.

Jose will reach out to the president of a research company that specializes in creating surveys. Jose has a relationship with the company and there should be no cost to the town. The committee will provide a list of objectives along with sample questions and the company will develop a survey tool that will eventually print out a complete analysis.

Jose, Reno and Mike V. will work together on a subcommittee to create the sample survey questions.

Dr. Heller made recommendations regarding the timing of the distribution process and the committee tentatively agreed that at the October Town Meeting the TMWG will be introduced and our objectives will be explained. In addition, the precinct members will be encouraged to answer and return the questionnaire to the committee anonymously. The questionnaires will be mailed 7 to 10 days after the spring Town Meeting. Announcements will be made on WMRC, MDN, Town Crier and Milford Patch.

It was agreed that a comments section will be added to the questionnaire document.

Paul was unable to attend the meeting but he emailed an explanation to Peter regarding his telephone interview with Deborah Brown, the Lexington Town Moderator. She explained the process they followed to conduct their town meeting member surveys. Paul will discuss his conversation with D. Brown at our next meeting. (Email copy to follow)

Richard A. Morrison, Town Meeting Member of Precinct 1 sent a 3 page letter to Peter and many of his comments were addressed by various members of the committee. Peter will

respond to Mr. Morrison's letter on behalf of the committee and explain that our meetings are open to the public and the minutes are posted on the CFM web site. (Letter copy to follow)

Reno suggested that a town meeting handbook could be developed by the committee in the future.

Mike N. explained the current time limit process that could be applied at the town meetings.

The meeting was also attended by Mr. James Wheelock. Mike N and Dr. Heller explained to Peter that our meetings are opened to the public and at the close of the meeting Peter asked Mr. Wheelock if he had any question for the committee. Mr. Wheelock inquired about the type of questions and the questionnaire process. Reno, Mike N. and Dr. Heller proceeded to answer his questions and comments.

Next Meeting: September 26 at 7:00 PM in Rm. 14

Meeting Adjourned 8:15 PM

Peter Scandone

Chairman