

**TMMA Executive Committee Meeting Minutes
February 17, 2010**

Marsha Baker, TMMA Chair, called the TMMA Executive Committee Meeting¹ to order at 7:35 p.m. A quorum was present (e.g., at least 9 members, representing 5 separate Precincts). On this date, 17 TMMA Members were present.

<u>Name</u>	<u>Precinct #</u>
Nancy Adler, Chair	1
Joel Adler, Vice Chair	1
Colin Hamilton, TMMA Treasurer	1
Rita Goldberg, Vice Chair	2
Barry Orenstein, TMMA Vice Chair	2
Loren Wood, Chair	3
Rosemary Levy, Vice Chair	3
Andy Friedlich, Clerk	5
Nancy Corcoran-Ronchetti, TMMA Clerk	5
Edith Sandy, Chair	6
Alan Lazarus, Clerk	6
David L. Kaufman, TMMA Communications Officer	6
Fred Martin, Chair	7
Marsha Baker, TMMA Chair	7
Margaret Enders, Clerk	8
Francine Steiglitz, Vice Chair	9
Vicki Blier, TMMA List Moderator	9

Harry Forsdick, Precinct 7, also attended some of the meeting.

Marsha began the meeting by making some general announcements. She pointed out Marge Battin's portrait on the wall of the Legion Room in Cary Hall and said that TMMA will recognize both new and long term Town Meeting Members at this year's Annual Meeting.

She also discussed this year's TMMA Bus Tour and provided some bus route details, including driving past the proposed Kelley development site and the Lex-Hab house on Woburn Street, the DPW, the Munroe Tavern, and the Marrett Road/Cotton Farm easement/Dunback Meadow. After a discussion regarding bus access to some of the above-mentioned sites, Marsha said she would see if red flag markers could be placed at those areas where street access is difficult. Marsha also asked members to review the Town Warrant and let her know if they have other suggestions for the Bus Tour. Edie Sandy suggested a drive-by of the Town's "working farms" including Wilson Farm, Wright Farm and the farmed conservation land on Waltham Street.

Before asking for the Reports of the Clerk and the Treasurer, Marsha asked Andy Friedlich to discuss the details of the Vote Recording Committee's ("VRC") February 4, 2010 meeting. She also said Joe Pato was unable to attend the Meeting because he was attending the Appropriations Committee Meeting.

Andy discussed the VRC's meeting. He talked about the vote form scanning process and said that TM Members will hold on to their own vote forms since each form will have both the individual's name and a special number on it. Andy added that the VRC unanimously decided not to distribute a post-vote questionnaire after Spring Town Meeting based upon the feedback the VRC received after the Fall Town

¹ Due to weather conditions on February 10, 2010, this meeting was postponed to February 17, 2010.

Meeting. He also said that the VRC will not tally or keep standing count votes because the VRC's vote totals and the Moderator's official vote totals may vary.

Andy also said that a comment section will be provided on the vote form. For example, he said a Town Meeting Member could use this section to explain an absence from this year's Annual Town Meeting. Finally, Andy told the members about the trip he and Joe took to Framingham to see a demonstration of the Town's electronic voting system.

Before Marsha requested the Clerk's Report, Andy reminded the members that the Warrant Article write-ups are due before the write-up review session scheduled on February 27, 2010 at 9:00 a.m. in Room G15 of the Town Hall. Andy said he already received David Kaufman's Article write-ups.

Marsha asked for the TMMA Clerk and Treasurer's reports.

TMMA Clerk's Report:

Nancy Corcoran-Ronchetti, TMMA Clerk, presented the January 13, 2010 Executive Committee Minutes for approval. Upon Motion made and seconded, the Clerk's Minutes were approved. The motion carried unanimously.

TMMA Treasurer's Report:

Colin Hamilton, TMMA Treasurer, presented the Treasurer's Report with the balance as of February 17, 2010. During his presentation, Colin said that reimbursement costs were paid out for the Community Outreach Committee's printing/copying costs associated with its LWV's First Friday presentation and for web hosting services. Upon motion made and seconded, the Treasurer's Report was accepted. The motion carried unanimously.

Information Book Update:

Marsha began her presentation by providing the following TMMA Warrant Information session dates and the tentative schedule of the Warrant Articles to be discussed:

March 10, 2010:

Town Manager's budget/revenue presentation, Warrant Articles 4, portions of Articles 12 and 16 and some CPC Articles (including the White House, the Stone Building, Munroe and the Comprehensive Cultural Research Survey). She said the remaining CPC articles are scheduled for presentation on March 17, 2010.

March 11, 2010:

The School Board and Planning Board Articles will be presented.

March 17, 2010:

The remaining CPC Articles will be presented along with the Citizen Articles and the Stretch Code Article.

Marsha briefly discussed the Article write-ups for the Warrant Information Book and reminded the members to use the previously circulated e-mail write-up format when submitting their Article(s). She also said the Moderator's Workshop for Article Sponsors is scheduled for March 3, 2010 and the Moderator's Workshop for new Town Meeting Members is scheduled for March 6, 2010.

After Marsha's comments, a discussion ensued regarding when TMMA should implement the updated e-mail list rules that were previously approved at the January 13, 2010 TMMA Executive Committee Meeting. The members agreed that the new e-mail list rules should be implemented now that the annual Town Meeting cycle has commenced.

Community Outreach Committee:

Nancy Corcoran-Ronchetti, Co-chair, gave a general update of the Committee's LWV First Friday presentation. She discussed some of the ideas and suggestions that she and Andy Friedlich (Co-chair)

received during and after the presentation. She concluded her presentation by discussing a few of the future presentations the Committee is planning.

Draft Website:

Marsha discussed the website update and said some primary goals of the redesign were to make the website as informative as possible while also making it easy to use for website visitors. She then asked Harry Forsdick to give his presentation. Before he began his presentation, Marsha asked members to hold their questions until after the presentation was over.

During his presentation, Harry discussed the website redesign and his handout information (e.g., the menu and search box, embedded components, the Adobe Acrobat PDF link, the website browser, etc.). At the end of Harry's presentation, Marsha recused herself before the general discussion began.

Some of the topics members talked about during the general discussion included website archiving capabilities, newer website search engines, adding TMMA subcommittee information to the website, the TMMA website logo and a general TMMA E-mail address for inquiries, questions, comments, etc. A request was made to make the new website available to the TMMA Executive Committee members for testing (e.g., have members use it, review it and submit their comments and/or suggestions re: the redesign).

At the end of the discussion, the members agreed that Nancy, the TMMA Clerk, would read the text of each Motion before a vote.

Motion #1. It was moved:

“That the TMMA Executive Committee authorizes Marsha Baker and Harry Forsdick to organize the new website and then test the new website with the Executive Committee for comments.

The above motion was seconded and unanimously adopted.

Motion #2. It was moved:

“To make the new website available to the Executive Committee Members for a reasonable period of time, take comments regarding website usability and then vote, by a majority of the people on the Executive Committee who respond, for adoption.”

The above motion was seconded and unanimously adopted.

Before the next Motion was moved, David Kaufman requested that a general announcement be made regarding the interim Webmaster and Harry Forsdick provided the e-mail website address: lex-tmma@gmail.com.

Motion #3. It was moved:

“That Harry Forsdick be nominated as the interim new Website Webmaster until the new website can be maintained by those individuals who are identified and elected at the Annual Town Meeting and then trained.”

The above motion was seconded and unanimously adopted.

After Motion #3 passed, Harry was asked if he would be available to train those individual(s) who are nominated and elected at the Annual Town Meeting this year. He said yes.

By-Law Changes:

The members discussed the proposed TMMA By-Law change that the TMMA Nominating Committee (“Committee”) is requesting. Because the Committee sees the Communications Officer and the E-Mail List Moderator as two separate positions, it is proposing the following change: delete the words “a Communications Officer” from *Article II. Section 4. TMMA Officers*, and add the words “a Webmaster” in its place. After a general discussion, Nancy, the TMMA Clerk, read the text of the Motion.

It was moved:

“That the proposed By-Law change be adopted and put before TMMA Annual Meeting for a vote.”

The above motion was seconded and unanimously adopted.

Upon Motion made and seconded, the meeting adjourned at 9:12 p.m.