

# TMMA Executive Committee Meeting

Minutes for December 13, 2023

Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Bridger McGaw	6 TMMA Chair	Ruth Thomas*	4
Noah Michelson	1 TMMA Treasurer	Wendy Manz*	4
Brielle Meade	8 TMMA Clerk	Kathryn Roy*	4
Bob Avallone	8 TMMA Website Manager	Andy Friedlich*	5
Tanya Gisolfi-McCready*	1	Andrea Fribush*	6
Barbara Katzenberg*	2	Jyotsna Kakullavarapu	6
Laura Swain*	2	Jim Osten*	8
Ed Dolan*	3	Scott Burson*	9
Sallye Bleiberg*	3	Todd Burger*	9

\*Denotes Precinct Officers

The Chair Bridger McGaw called the meeting to order at 7:34pm as quorum was confirmed.

- I. **Chair Announcements and Opening:** Bridger McGaw opened the meeting and asked members who did not attend a previous meeting to sing a Taylor Swift song in honor of her birthday (there were no new members). Bridger requested members update their Zoom name to include their precinct number, and reminded the group that the next meeting will be January 10, 2024. He reminded everyone that now is the time to pay attention and help our precincts understand that Annual Town Meeting is coming up soon and folks can and should start asking questions and engaging early to be prepared for March.

- II. **Officer Reports and Updates**

Clerk's Report—Brielle Meade submitted the draft minutes for the October meeting to the group for review and approval over email. Brielle received a handful of minor grammatical edits earlier this month over email; the minutes were unanimously approved as edited.

Treasurer's Report—Noah Michelson reported three new expenses since June 2023 for: Black Cat Café thank you gift to Erin Manz (\$100); Town Staff thank you event goodies (\$269.84); and annual web hosting fees (\$219.96). There was also \$10 in dues paid earlier but remitted to the TMMA account this month. The current balance is \$3,222.72. The report was unanimously approved.

Website Manager's Report— Bob Avallone updated a handful of links to the Town's website for Special Town Meeting.

Email List Moderator's Report—Vicki Blier was not in attendance; there were no comments concerning the email list.

- III. **Project Updates**

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Bridger McGaw led discussions on project updates. Small groups or sub-committees continue to dive into these topics outside of this meeting and bring back proposals, recommendations, or summaries to the meeting as needed.

- Feedback from Members on Hybrid Special Town Meeting 2023 – Bridger McGaw
  - Special Town Meeting (STM) in November was the first hybrid town meeting and it is likely this format may be used again. Bridger McGaw began discussion on what went well and what did not so the group can provide feedback to the town.
  - Barbara Katzenberg thought it went well and other folks who attended in person agreed.
  - Laura Swain attended remotely and indicated it also went well for remote participants. She said that if there were more complicated articles with lots of anticipated discussion, she would have attended in person.
  - Bridger wondered if the hybrid format may be more difficult if there was an article with a lot of visuals/specific documentation (e.g., a Planning Board article with maps/tables for review). Scott Burson mentioned the font size and graphics on screen in Battin Hall were hard to read, and Laura confirmed the visuals are easier to read if you are participating remotely.
  - Ruth Thomas noted that the subtitles are too low on the screen and are blocked by the podium.
  - Regarding the materials provided online, most of the group felt the documents met TM members' needs for STM. More detailed and timely materials may be needed for Town Meetings with more complex articles.
  - Bridger pointed out that for the speed humps article, the presentation indicated the proposal was modeled after Salem, but there was zero information about Salem's program in the materials. While this project was only \$100K, when other larger capital requests come forward, we should encourage and expect proponents to include more justification and background in the materials.
- Draft Warrant as of December 4 for Annual Town Meeting 2024 – Bridger McGaw
  - Bridger shared the draft warrant articles on screen. Once they are finalized, this committee can discuss ways to encourage TM members to engage early and get conversations and discussions on the articles started.
- Scheduling an Information Session on Warrant Articles – Bridger McGaw
  - Bridger requested that everyone start thinking about what articles should be included in an information session. Planning in earnest will begin in February for tentative information session(s) in March.
- Warrant Article Amendment Process Discussion – Scott Burson and Tanya Gisolfi-McCready
  - Scott Burson recapped the recommendations the subgroup drafted:
    - Add Town Meeting Time as reference document and remove Roberts Rules of Order.

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- Reconsideration amended to explicitly require new information.
  - Consider forming Standing Committee to review Bylaws.
  - Possible Bylaw amendments to reinforce efficiency and legislative process (i.e., calling the questions becoming a privileged motion, subject to Moderator decision?)
  - The subgroup would like to consider adopting new procedures to be more efficient with Town Meeting time, particularly around the scope of amendments.
  - They would like to have a wider discussion including more TM members, and depending on where it leads, this could involve generating proposals for changes or setting up a more permanent subcommittee that reviews these issues on an ongoing basis.
  - If anyone else would like to be involved in this topic or has comments, please reach out to the subgroup with input.
- DEI Training/Awareness – Noah Michelson, Laura Swain, and Valerie Overton

Valerie Overton shared over email that the DEI group has met several times to brainstorm next steps for providing relevant information, resources, and training to TMMs. They plan to:

- Ask for observations about DEI-related themes pertaining to town operations that could come before us at Town Meeting.
- Ask for specific information, resources, and training opportunities that would be relevant and meaningful to TMMs.
- Over the next 1-2 years, assemble and host these opportunities.
- In parallel, compile a list of questions that TMMs can ask ourselves (and article proponents) in considering warrant articles -- as food for thought to help us consider DEI issues that we might not otherwise think about.

Valerie and Laura Swain met with Lexington Human Rights Committee Chair Christina Lin to initiate conversation and brainstorming. She joined them in another meeting with Lexington Chief Equity Officer Hemali Shah. They will hold follow-up meetings with them to start pulling together concrete ideas.

Laura also noted one issue that should be addressed: if someone has a language issue or barrier, accommodations should be made to give them more time when speaking.

Noah Michelson also suggested that with the advent of reliance on video presentations, we should work with the Town to have the videos captioned more accurately.

- TMMA Connect! 2023 Planning – Vicki Blier, Noah Michelson, and Steve Kaufman
  - Bridger McGaw shared a preliminary proposal for this year's TMMA Connect! event.
  - The proposal is for a casual weeknight meetup in February. Location could be Cary Hall, the Depot, the Visitor Center, or the Community Center.
  - Board members and non-staff proponents would be invited as well.
  - More details and a confirmed date will follow.

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- Nominating Committee for New TMMA Leadership in 2024 – Andy Friedlich
  - Andy Friedlich is looking for two more volunteers to be on the nominating committee. None of the three term-limited positions are at their limit, so this year may be simple if current officers will continue.
  - Andy, Jim Osten, and Wendy Manz agreed to be on the nominating committee.
- Shared Drive and Documenting Critical Work Processes into Playbook – Bridger McGaw
  - Bridger McGaw recapped that Sarah Higginbotham has worked out a taxonomy and file structure within the new shared Google Drive, and she and the officers continue to add materials and draft Standard Operating Procedures and work processes.

#### IV. **New Topics**

No new topics were suggested at the meeting - folks can reach out to Bridger McGaw with ideas at any time if they have any.

The meeting was adjourned at 8:33pm. The next Meeting will be on January 10, 2024, at 7:30 PM conducted online via Zoom.