

TMMA Executive Committee Meeting
APPROVED Minutes for February 12, 2020
Estabrook Room, Cary Memorial Building

| Attendees: | Precinct | Attendees: | Precinct |
|------------------|----------|---------------------------|----------|
| Ben Moroze* | 7 | Nancy Corcoran-Ronchetti* | 5 |
| Marc Saint Louis | 5 | Andy Friedlich* | 5 |
| Brielle Meade | 8 | Vinita Verma* | 6 |
| Vicki Blier | 9 | Sara Bothwell Allen* | 6 |
| Bob Avallone | 8 | Jim Osten* | 8 |
| Valerie Overton* | 1 | Yu Wu* | 8 |
| Hongbin Luo* | 1 | Betty Gau* | 8 |
| Jonathan Suber* | 2 | Tom Shiple* | 9 |
| David Kaufman* | 3 | | |

*denotes Precinct Officers

The Chair Ben Moroze called the meeting to order at 7:33 PM as quorum was confirmed.

- I. Chair’s Report—Ben had no information to report except to note that this meeting would include discussion about Annual Town Meeting.
- II. Clerk’s Report—Brielle Meade submitted the Draft Minutes for the January 8, 2020 meeting for approval. There were no corrections; the minutes were unanimously approved.
- III. Treasurer’s Report—Susan McLeish was not in attendance. Ben Moroze informed the group there was one new expense for the TMMA Connect! rental of the Depot. He said that Susan wondered if it would make sense to decrease dues back to \$10 (from \$15) since the TMMA balance is \$2,895.18. David Kaufman wondered if we should find out what the probability of a Special Fall Town Meeting is before deciding because that could be an added expense; he agreed dues should return to \$10 if there is no Special Town Meeting planned, but points out that in some years there have been up to three special town meetings. Ben noted again that Susan indicated there was a cushion since the balance is relatively high. Tom Shiple suggested the Executive Committee should do more analysis of expected income and expenses so that dues amount is not being changed continuously. Betty Gau suggested that changing dues year to year is not a big deal. Jim Osten suggested dues should remain at \$15 this year but the Executive Committee should inform TM members that the balance is being tracked and dues may go down soon. Vicki Blier moved that dues be reduced to \$10, with notification that it may go up in the future \$15. The motion was seconded. Two opposed the motion and 15 were in favor; the motion passed. The current balance is \$2,895.18. The Treasurer’s Report (found on page 5 below) was moved, seconded and unanimously accepted.
- IV. Webmaster Report—Bob Avallone reported that although the Executive Committee discussed removing the “date updated” note on the bottom of every page of the website, he did some research and it turned out to be very easy to update; instead of removing it, he simply updated them all to the current date and will plan to do so annually. Bob has been keeping up to date posting meeting minutes and documents; he asks people to send pictures and encouraged those in attendance to tell others about getting headshots to him. About two-thirds of TM members currently have a picture.

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- V. Email List Moderator Report—Vicki Blier informed us that she has nothing new to report on the list, but she is always interested in hearing other people’s input and comments. Sara Bothwell Allen wondered when Vicki would announce that it is “Annual Town Meeting” season on the list; Vicki indicated that she would do it around the same time as information sessions are held.
- VI. Annual Tow Meeting Planning
- A. Information Sessions- scheduled for March 10 and March 17. The agenda has been sent around by email, put together by Kelly Axtell in the Town Manager’s office. The Annual TMMA meeting will be at 6:45 ahead of the information session. Andy Friedlich mentioned a few things he finds problematic: the Town Manager’s office drew up the schedule instead of TMMA, and he is not sure they know what articles TM members are interested in or how the process for the information sessions works. Andy noted Articles 5, 6, 7, 8, and all the zoning articles are missing from the schedule. Ben Moroze mentioned that he does think the Town Manager’s office consulted with the Planning Board regarding the zoning articles. The other problem Andy noted is that each article as scheduled for only 15 minutes. Andy thinks that is good for most articles, but the problem on the March 10 agenda is that the entire CPC article is only 15 minutes; this article includes many projects and that is not enough time. David Kaufman mentioned that he has written up some information on the CPC projects, and most are straightforward and/or minor items that will not need discussion. David thinks that only significant items include expenditures for Greeley Village and the Vinebrook housing project. He thinks that these two projects may induce discussion, but they are both maintenance-related projects that may not require a lot of time for discussion as it is clear the work is necessary. Andy asked Ben if this schedule is set in stone; Ben indicated that he believes the Town Manager’s office set the schedule this way in order to finish in two nights (instead of three). Vicki Blier proposes that the Town Manager decides how much time his staff needs for presentations they are leading, and that TMMA can decide how much time to give other presenters. Nancy asked if the zoning articles are not being included, and if not, she wonders why, as they have always been included in the past. Ben agreed to check with Kelly Axtell about the zoning articles. Valerie Overton stated that she was under the impression that TM members were asked to attend the Planning Board meetings in lieu of presenting these zoning articles at the Information Session. Tom Shiple agrees that it is inconsistent that they are not planning to present the zoning articles, and Nancy added that one of her concerns is that oftentimes TM members complain that zoning articles in particular are all debated and written on the floor of Town Meeting; if they aren’t first introduced at the Information Session, that is exactly what will happen and she is concerned that TM members should be getting information ahead of time. Vicki agreed that getting info to people ahead of time is important, but she thinks that discussion at the Information Session has never shortened discussion during actual Town Meeting. Valerie suggested that TMMA should ask the Planning Board to send a link to videos of their meetings where they discuss the articles so that TM members who cannot attend the meetings and/or the Information Sessions can still be informed. Ben agreed to check with Kelly Axtell and Bob Creech again to discuss these issues.

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- B. Warrant Information Book- David Kaufman had a comment on the process: the version of the Warrant that has been posted publicly does not support copy/paste of the Warrant text. Folks working on the Information Booklet need to get the Microsoft Word version of the Warrant. Andy Friedlich agreed to work with Cathy to get that. Ben Moroze plans to send the Google Doc sign-up sheet to the TMMA list. The group agreed that Saturday, March 7, will be the edit session, 9AM-12PM, at the Community Center.
 - C. Bus Tour- Ben Moroze discussed the initial list of stops with Kelly Axtell and Kat: 1050 Waltham Street, Historic District Demolition Delay proponents, DPW new equipment requests. The group wondered about seeing some running bamboo and touring the new Hastings school. Andy Friedlich wondered about the land purchase on Edison Way and if Charles Hornig would want TM members to visit Hartwell Ave. Andy agreed to check on availability of the portable speakers for the bus.
 - D. Dues Collection- Ben Moroze wondered if there is anything to prepare for besides envelopes for dues collection. Vicki Blier will supply the envelopes and Andy Friedlich will add the checklist of members.
 - E. Information Session Table Monitors and Annual Town Meeting Table Monitors- Ben Moroze will recirculate the link for sign-up for volunteers for table monitors. Sara Bothwell Allen wondered what time one would need to show up to volunteer for this. The consensus is 7PM.
 - F. Seating Location at Town Meeting - Vicki Blier feels strongly that people should sit with their precinct; this is helpful to get to know people in your precinct, for Clerks to collect devices, and to help acclimate new members. Bob Avallone makes a motion that we appoint Andy Friedlich as the “pattern master” and he can decide the seating locations and pattern changes nightly. The motion was seconded; two opposed the motion and 15 were in favor. The motion passed. Nancy Corcoran-Ronchetti suggested we give Deborah Brown a heads up because this is going to be confusing to implement.
 - G. Other Items- Ben Moroze said he will circulate the list of rooms for each precinct for the precinct meeting. Vicki Blier mentioned that there should be someone in the foyer to direct people. Nancy Corcoran-Ronchetti requested that there be ample lighting in the back section of Cary Hall so that it is easier to find a seat in the back if folks arrive late for Town Meeting. Valerie Overton mentioned she has also gotten feedback from people who are colorblind that there is not enough contrast between the color of the sheet and the text type of printed materials. She also said Town Meeting should probably not identify pages/sheets by color and should follow ADA Guidelines for color. Ben asked Valerie to write up a quick email proposal that he can send to the Town Clerk, (but noted TMMA is not in charge of printing these materials).
- VII. TMMA Connect!- Vicki Blier says the team is open to feedback and she presented the list of possible topics for the next TMMA Connect! One idea is to have a mentor program. Some people suggested bringing in subject experts to share information about specific subjects (e.g. 40B). Other ideas included: using social media to connect with residents; antibiotics training and cultural literacy; sustainability issues; strategies to be more efficient at Town Meeting; communicating better with constituents; understanding the Comprehensive Plan; understanding zoning issues; and increasing citizen participation.. Vicki wondered how often TMMA should host TMMA Connect! Tom Shiple suggested once per year. Betty Gau received a lot of feedback at the event that people really liked it and were glad to meet up with people from

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other precincts, and she thinks two times per year would be better. Sara Bothwell Allen pointed out that January was a good time for this for multiple reasons: there is a lull in TM season, it is before elections and before the Information booklet needs to be written, and it's a good time to get people thinking about TM and volunteering. David Kaufman mentioned that he has lots of meetings and that this may not be everyone's priority. The group agreed to table the discussion of dates for now and revisit in May.

- VIII. Other Business—Andy remembered that there was a previous discussion about updating the “Town Meeting in Lexington” document; Ben Moroze said he mentioned this to Deborah Brown already. Tom Shiple discussed the idea of forming “shadow committees.” This would be to facilitate more information-sharing before Town Meeting: if TM members are seeing something for the first time at Town Meeting, it is too late to be part of the planning. Tom's idea for “shadow committees” is that there would be 2-3 volunteers that are tasked with following along with a Town Committee, and they would become the subject experts on issues coming out of that committee for the rest of TMMA. One thing Tom is conflicted about is whether the volunteers would be passive or if they would be active in shaping the actions of the actual committee. As an example, he has been following along discussions on the groundwater zoning change - he attended the joint meetings with the Planning Board and Select board. He asked questions at that meeting and has discussed the issue with his constituents. He has taken a very active role, which allows him to help shape what ends up coming to the floor of Town Meeting. Vicki Blier said she likes the idea of the reporting/info aspect of this, but not the ‘active’ component. David Kaufman mentioned Elaine Ashton used to do this with the School Committee, and currently Joe Pato is now summarizing the Select Board meetings. He wondered if there was much more of this kind of summarization, would it just be too much information and people will just hit the delete button on these emails. Andy Friedlich mentioned that a number of years ago we had liaisons to different boards/committees. Andy has a similar concern to Vicki - it would be good as a reporting/informational function, but TMMA would need to be careful about being active and shaping things. TMMA needs to be careful about neutrality. Nancy Corcoran-Ronchetti suggested that whatever is decided, the Executive Committee should go over it with Nadie Rice for legal purposes. Sara Bothwell Allen says that someone volunteering to do this is certainly going to have their own opinions, so they would simply need to specify what role they were asking questions/participating as at the meeting (i.e., as themselves or as the TMMA liaison). Andy also pointed out that because of new laws about boards getting minutes out faster than before, maybe TMMA could just talk to Nadie Rice about getting links to the minutes organized in a useful way for TM members instead. Tom Shiple thanked people for their comments, and reiterated that the idea is to leverage some people's interest and ability to follow along with a board, and to summarize and condense the issues for the rest of TMMA, in a form even shorter than the minutes.
- IX. Meeting was adjourned at 9:26 PM. Next Meeting will be on May 13th at 7:30 PM in the Estabrook Room at Cary Memorial Building.

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| TMMA | | | |
|---|--|------------|-------------------|
| Treasurer's report | | | |
| 1/31/2020 | | | |
| Cash Balance - beginning (3/8/2019) | | | \$1,546.30 |
| Income | | | |
| Dues | | \$2,705.00 | |
| Mock Town Meeting Collections - 2019* | | \$120.00 | |
| Total Income | | | \$2,825.00 |
| Expenses | | | |
| Annual Town Meeting | | | |
| Printing | | \$673.40 | |
| Special Town Meeting | | | |
| Printing | | \$240.00 | |
| Mock Town Meeting-2019 | | | |
| pencils | | \$217.00 | |
| Administrative | | | |
| framed picture and plaque | | \$43.00 | |
| TMMA Connect-facility rental | | \$100.00 | |
| Website | | \$202.72 | |
| Total Expenses | | | \$1,476.12 |
| Income less expenses | | | \$1,348.88 |
| Cash Balance - ending (11/30/2019) | | | \$2,895.18 |
| *please note that total MTM collections/expenses for 2019 are recorded in 2 separate years. Total collections were \$329.00 and total expenses were \$268.10 | | | |
| **There was no activity during the month of December | | | |