

TMMA Executive Committee Meeting

Minutes for June 14, 2023

Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Bridger McGaw	6 TMMA Chair	Sallye Bleiberg*	3
Sarah Higginbotham	5 TMMA Vice-Chair	Ruth Thomas*	4
Noah Michelson	1 TMMA Treasurer	Wendy Manz*	4
Brielle Meade	8 TMMA Clerk	Andy Friedlich*	5
Vicki Blier	9 TMMA List Moderator	Steve Kaufman*	5
Bob Avallone	8 TMMA Website Manager	Salvador Jaramillo*	5
Valerie Overton*	1	Andrea Fribush*	6
Tanya Gisolfi-McCready*	1	Scott Burson*	9
Janet Kern*	1	Mark Andersen*	9
Laura Swain*	2	Betty Gau	8
Rikki Pappo*	2	Kathleen Lenihan	4
Ed Dolan*	3		

*denotes Precinct Officers

The Chair Bridger McGaw called the meeting to order at 7:32pm as quorum was confirmed.

- I. **Chair Announcements and Opening:** Bridger McGaw opened the meeting and asked members who did not attend last month to briefly introduce themselves. Bridger requested members update their Zoom name to include their precinct number, and reminded the group that the next meeting will be September 13, 2023 after the summer break.

- II. **Officer Reports and Updates**

Clerk's Report—Brielle Meade will send the draft minutes for both the February and May meetings to the group for review and approval over email. We will approve both after any edits at the next meeting.

Treasurer's Report—Noah Michelson reported two expenses, for the Black Cat Café and supplies for the Thank You for Town Staff event. The current balance is \$3,587.52. The Treasurer's Report was moved, seconded, and unanimously accepted.

Website Manager's Report— Bob Avallone had nothing new to report. He described some of the tasks he does annually. He requests that folks let him know if they find anything that needs to be updated on the website.

Email List Moderator's Report—Vicki Blier discussed the issue of some folks not receiving emails from the list, but after some research into paid services, she has determined there is no reason to move platforms at this time. She plans to go through the membership list and remove contacts who are no longer in Town Meeting or on committees this month. She is always interested in receiving comments and suggestions.

- 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.

- TMMA Thank You event for Town Staff – Andy Friedlich and Sallye Bleiberg
 - The coffee/breakfast went very well; Andy wishes more folks from this group attended. Joe Pato, Planning Board staff, IT staff, Chief of Police, Mr. Malloy, among others, were in attendance from staff.

- Membership survey on Hybrid Town Meetings – Sarah Higginbotham and Innessa Manning
 - The team met with Deborah Brown and Joe Pato to help frame what information would be useful to collect.
 - There are 124 responses so far and the survey will close on Friday. Sarah and Innessa will be reviewing the results at that time.
 - A preliminary look at results shows that overwhelmingly people will mostly or always be attending in person; a very small minority will mostly or always be attending remotely.
 - The survey comments show appreciation of the option to attend remotely if needed.
 - The Select Board has been in discussions of feasibility of hybrid meetings; Joe Pato seems optimistic and there have also been issues raised. The conversation will continue, and this survey's results will inform that effort.

- Update on the Lexington High School project – Kathleen Lenihan (School Committee Member, Chair of the School Building Committee)
 - The LHS building website has the most useful information and link to the School Building Committee: <https://www.lhsproject.lexingtonma.org/>. Note that you may need to dig deep into the School Building Committee meeting minutes and agenda documents to find information.
 - We are making really good progress; Dr. Hackett and Mike Cronin are keeping things moving along (on the very proscribed schedule).
 - We completed Module 1; the major milestone was agreeing on an enrollment number. This is a negotiation process and the final agreed upon enrollment is 2,395.
 - We are now in Module 2, forming the Project Team, which involves selecting the Owner's Project Manager (OPM) and the Designer. Dr. Hackett created a presentation on the OPM selection process that is available as a link from within one of the meeting minutes documents. Dore and Whittier have been selected as the OPM and that decision was approved by MSBA. The team is currently working on Designer selection. Last night the School Committee voted to appoint Mike Cronin to the Designer selection committee (along with Dr. Hackett and Jim Malloy). They join other members appointed by MSBA.
 - Once the designer is chosen, getting into the Fall, is when community outreach efforts will begin more in earnest.

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- On the siting of the new or renovated school: the committee has ideas and hopes of where the building will be, but this is what is decided during the Feasibility Study (which is currently ongoing). Kathleen can say the current students will be attending the current LHS while this project is going on, and in all likelihood the area from the current high school, through the football field and over to the track, will all be affected during the construction process. Nothing is 100 percent off the table, but Kathleen would be very surprised if the high school does not end up adjacent to its current location.
- The future of the Lexington Minute Men at Town Meeting – Bridger McGaw
 - Bridger McGaw is in touch with Deborah Brown and will continue to keep an eye on this and update the group as needed.
 - There was some discussion about whether this practice glorifies guns, or celebrates our history, and how the internal voting process of the Lexington Minute Men works.
- TMMA Connect! 2023 Planning – Vicki Blier, Noah Michelson, and Steve Kaufman
 - Vicki has no updates, but the team will begin discussing this over the summer.
- DEI Training/Awareness – Noah Michelson, Laura Swain, and Valerie Overton
 - Laura and Valerie have no major updates but will set up a meeting with the Chief Equity Officer and continue discussing over the summer.
- Feedback from Annual Town Meeting (ATM) 2023 – Bridger McGaw
 - Bridger and team are awaiting results from the survey and will combine that with their general knowledge of how ATM went. The team will work on this over the summer. Bridger is excited to work with Kelly Axtell on improvements as well.
 - Suzie Barry is the point person for this on the Select Board and the team will be working with her in addition to Town staff.
- Documenting Critical Work Processes into Playbook – TMMA Officers and Andy Friedlich
 - The Executive Officers will be putting together standard operating procedures (SOPs) for TMMA's critical work processes. This will help preserve institutional knowledge; make it easier for new people to volunteer and support these activities; and streamline workflows.
 - This will include a Shared Drive (a TMMA Google Drive) that will house all the information in a central location, which will allow us to put information here and others can access it.
 - The Officers will meet to determine this process and move forward over the summer, finalizing efforts before the Fall ATM season.

IV. Next meeting Potential Topics

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The group discussed agenda items for next meeting:

- Planning Board Taxonomy Briefing (Zoning/Planning 101) – Bridger McGaw
 - A lot of questions continue to come up concerning zoning issues; the Planning Board's use of technical terms; types of permitting; differences between zoning and planning; difference between the Planning Board, Office, and other related boards; etc. Bridger would like to help the membership get educated on these topics in advance of Town Meeting, instead of on the floor.
 - He suggests we could record a training of some sort, with support from the Planning Director or staff and the Planning Board. This could give people more background and information on where/when to participate in the process and offer a better understanding of these complicated planning and zoning items.
 - Scott Burson thinks this may not help much, and maybe we should focus instead on explaining that the place for people to get involved with these issues is at Planning Board and other meetings, much before Town Meeting, and that we should focus on helping folks understand that process.
 - Ricki Pappo linked to a document, A Citizens Guide to Article 80 (a broad zoning article) for Boston, which we could use as an example. Ed Dolan liked the idea of creating a document (or Bridger's training video idea) and believes it would not be too difficult to put something like this together, that this seems like a modest and doable proposal. Bob Avallone also agreed.
 - Vicki Blier suggested we could check around with other cities and towns as a starting point to see what else has been done for this, so we don't have to reinvent the wheel.
 - Bridger asked for volunteers to work on this topic. Tanya Gisolfi-McCready, Andy Friedlich, and Bridger McGaw volunteered.

- Website and ListServe Enhancements for ATM 2024
 - Bridger led discussion on possible enhancements to the website. We want to automate as many processes as possible, increase engagement through web and digital presence, and make the maintenance of our website easier, and update our digital presence.
 - We want to explore how the website can be useful for members; how are they using it now and how would they like to be able to use it.
 - What enhancements can we make to make the website more useful to residents?
 - Bob Avallone would like to update the picture of the Executive Committee on the website. He thinks the important items on the current website include the links to the relevant Town Meeting pages on the Town website, How to Contact your Town Meeting Member, and pictures/list of Town Meeting members.
 - Andrea Fribush suggested we make a link to the Google Group discussions more prominent since this is useful for residents.
 - Vicki Blier said we should ensure we aren't duplicating information now that the Town has an updated website, and we should revisit what value our website can add beyond what the Town provides.

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- Tanya Gisolfi-McCready pointed out we also need to ensure people can find the website at all.
- Sarah Higginbotham suggested the website could be updated to Wordpress or another more modern platform, and that we could publicize through the Town's Link to Lexington email and other avenues.
- By-law on Amendments – Scott Burson
 - Scott thinks it seems odd that any one person can propose an amendment to an article on the floor of Town Meeting and send the meeting into 30 minutes of extra debate at any time. He would like there to be a by-law to require that any amendment brought to the floor needs to be supported by at least ten people (or similar), to ensure we are making the best use of everybody's time at Town Meeting.
 - Scott Burson, Tanya Gisolfi-McCready, and Bridger McGaw volunteered to discuss this issue and other ways for improving the meeting and updating by-laws further. Scott will also check in with Deborah Brown.
- Summer communication and collaboration: email and other electronic updates will be provided by the Chair or groups and subcommittees as needed over the summer.

The meeting was adjourned at 9:05pm. Next Meeting will be on September 13, 2023 at 7:30 PM conducted online via Zoom or in the Estabrook Room at Cary Memorial Building.