

TMMA Executive Committee Meeting

Minutes for May 10, 2023

Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Bridger McGaw	6 TMMA Chair	Wendy Manz*	4
Sarah Higginbotham	5 TMMA Vice-Chair	Andy Friedlich*	5
Noah Michelson	1 TMMA Treasurer	Steve Kaufman*	5
Brielle Meade	8 TMMA Clerk	Innessa Manning*	6
Vicki Blier	9 TMMA List Moderator	Andrea Fribush*	6
Janet Kern*	1	Ryan Wise*	6
Barbara Katzenberg*	2	Umesh Shelat*	7
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 7:33pm as quorum was confirmed.

- I. **Welcome and Introductions:** Bridger McGaw opened the meeting with a note of welcome. Members briefly introduced themselves.

- II. **Confirmation of Committee Meeting Dates:** Bridger McGaw provided a schedule and confirmation of TMMA Executive Committee meeting dates for this year. All meetings run 7:30-9pm:
 - May 10, 2023
 - June 14, 2023
 - September 13, 2023
 - October 11, 2023
 - December 13, 2023
 - January 10, 2024
 - February 14, 2024

All meetings will be held on Zoom with the SAME link and information provided for this meeting:

<https://us02web.zoom.us/j/89393207936?pwd=WFNKU2Z3c1BRM1F5cEJ4Q2hwL3IRUT09>

Meeting ID: 893 9320 7936

Passcode: TMMA2324

- III. **How We Plan to Work as an Executive Committee Team:** Bridger McGaw briefly described some of the Executive Officers goals for streamlining meetings this year. All meetings will be capped at 90 minutes. If you have an item for discussion, this needs to be sent to the Officers at least a week prior to the meeting to be added to the agenda. In the interest of respecting everyone's time, we will keep discussion focused on agenda topics and limit other business that folks have not had time to prepare or think about yet. Sarah Higginbotham will keep time to help us stay on track.

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IV. **Treasurer's Report**—Noah Michelson reported on collection of dues by Precinct. 87 percent of members paid dues, the majority in cash, followed by Venmo. There were three expenses: bus tour, Black Cat Café expenditures, and a check order. The current balance is \$3,802.52.

V. **Possible TMMA Projects for the 2023-24 year**

Bridger McGaw led discussions on possible projects the Committee will work on this year. We will form smaller groups or sub-committees to dive into these topics outside of this meeting and bring back proposals, recommendations, or summaries to the meeting as needed.

- **Feedback from ATM 2023**

- Information Prep on the Town Website
 - TMMA submitted a memo to the Select Board about how to get more information on the Town Website going forward, and we have had ongoing conversations with the Town and members about how to continue this momentum for better information sharing.
- Videos and PowerPoint
 - Could presenters do something besides just reading the slides word for word? The videos currently don't add value beyond what the PowerPoint already covers. Ed Dolan mentioned there were two videos that did a good job of this; these should be used as an example of how to make a good video.
- Survey from Members
- Black Cat Café experience
- Printing hard copies of Motions / Amendments
- How AUP worked in practice this year
- TMMA designee(s) for digesting/summarizing each Article/topic for the rest of membership (e.g., the emails from Lexington Cluster Housing Study Group on zoning articles)
- Process for Citizens articles versus articles with Town staff/board proponent
- **Vicki Blier, Innessa Manning, Bridger McGaw, Ed Dolan, Andy Friedlich, and Ryan Wise** volunteered to explore information sharing and the above topics further and bring back ideas, suggestions, and proposal to the larger group.

- TMMA hosting a Thank You event for Town Staff

- Last year the Executive Committee approved \$300 for a lunch for Town staff. The lunch was unfortunately not scheduled because the budget was not enough to cover a lunch.
- Laura Swain suggested a breakfast or pastries or something smaller than a lunch may be enough.
- **Sallye Bleiberg** volunteered to work with **Andy Friedlich** on scheduling this.

- TMMA recommendation to the Select Board/Moderator on Hybrid Town Meetings

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- Bridger asked for volunteers to work on a draft recommendation for Town Meeting format. The group should focus on all the issues brought up on the email list, etc.
- **Sarah Higginbotham and Innessa Manning** volunteered. **Brielle Meade** will share results from past surveys related to this topic.
- The future of the Lexington Minute Men at Town Meeting
 - **Bridger McGaw** will check in with Deborah Brown about what is happening with this. He will report back to the group later.
- TMMA Connect! 2023 Planning
 - Bridger McGaw asked for ideas for the next event and for volunteers to plan it. Potential topics brought up include:
 - How the Town gets things done (would require buy-in and help from Jim Malloy)
 - Lexington High School project and how the Town and community can plan/participate
 - Discussion about changes on route 4/225 and Hartwell and how the community can share opinions and comments
 - Use the event for a Board or Committee to get feedback from the community on a particular topic at hand
 - **Vicki Blier, Noah Michelson, and Steve Kaufman** volunteered to be on this sub-committee.
- DEI Training/Awareness
 - Bridger McGaw suggests TMMA reach out to the Chief Equity Officer to collaborate and consider ideas and topics related to TMMA and DEI.
 - **Noah Michelson and Laura Swain** volunteered to lead this effort.
- Documenting our Critical Work Processes

The Executive Officers would like to put together standard operating procedures (SOPs) for TMMA's critical work processes. This will help preserve institutional knowledge from longstanding members; will make it easier for new people to volunteer and support these activities; and streamline all our workflows.

- Citizens Academy
- Mock Town Meeting (should we restart?)
- Bus Tour Process
- ATM/STM Info Session Preparation
- Black Cat Café Process
- Town Meeting Prep Process
- Website updates and changes
- Transition document/SOPs for Executive Board position duties
- Creating a ATM Playbook

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- **The Officers** will meet to determine this process and move forward.

VI. June Meeting Potential Topics

The group discussed agenda items for next meeting:

- Lexington High School Project Update
- Planning Board Taxonomy Briefing (Zoning/Planning 101)
- Website and ListServe Enhancements
- How we can better connect with residents and increase engagement

VII. Black Cat Cafe

A motion was made to give \$100 to Erin Manz for running the Black Cat Café for Annual Town Meeting. The motion was seconded and unanimously approved.

Meeting was adjourned at 8:59pm. Next Meeting will be on June 14, 2023 at 7:30 PM conducted online via Zoom.