

TMMA Executive Committee Meeting
 Minutes for October 11, 2023
 Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Bridger McGaw	6 TMMA Chair	Wendy Manz*	4
Noah Michelson	1 TMMA Treasurer	Ruth Thomas*	4
Brielle Meade	8 TMMA Clerk	Andy Friedlich*	5
Vicki Blier	9 TMMA List Moderator	Umesh Shelat*	7
Bob Avallone	8 TMMA Website Manager	Jim Osten*	8
Tanya Gisolfi-McCready*	1	Sudhir Ranjan*	8
Barbara Katzenberg*	2	Todd Burger*	9
Ed Dolan*	3		

*denotes Precinct Officers

The Chair Bridger McGaw called the meeting to order at 7:33pm 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 briefly introduce themselves (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 December 13, 2023 (since Special Town Meeting is being held November 7).

II. **Officer Reports and Updates**

Clerk's Report—Brielle Meade submitted the draft minutes for the September meeting to the group for review and approval over email. Brielle received one correction earlier this month over email; the minutes were unanimously approved as edited.

Treasurer's Report—Noah Michelson reported no new expenses or receipts. He will send the latest report over email later this week for review.

Website Manager's Report— Bob Avallone had nothing new to report beyond a few name changes and link updates on the website.

Email List Moderator's Report—Vicki Blier had nothing new to report concerning the email list. She suggests folks on this call may want to start some conversations about the Warrant articles to get Town Meeting members engaged.

III. **Project Updates**

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.

- Hybrid Special Town Meeting – November 7 (hold 8-9 as well) – Bridger McGaw
 - There will be a Special Town Meeting (STM) on November 7. Bridger McGaw shared the Warrant on screen and the group reviewed the articles.

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- Bridger met with Kelly Axtell and Suzie Barry; there will not be a Town-sponsored information session for this STM. The Town has committed to populating the links to motions and background materials on the STM website. They asked that TM members visit the website, get familiar with the links (to the portal, the tablet tutorial, submitting an amendment, etc.)
- Bridger will send the link to the Warrant and the STM website to the TMMA list. He requested that Executive Committee members follow up with their precincts after that encouraging TM members to review the support links and background documentation links.
- Barbara Katzenberg brought up some specific questions about the Opioid Settlement article and wondered what the best path forward is to get more information and answers.
 - Bridger would like folks to email him any questions that we may have and he will send them altogether to the Town and Select Board. Brielle Meade requested that in addition, folks should use the “Ask a question about a Town Meeting article” link on the STM website, so that the Town is responding to TM members through multiple channels with additional information.
- Andy Friedlich suggests we do not open the Black Cat Café during STM since it will only be one or two nights (and hybrid format). The group agreed.
- Scheduling an Information Session on Warrant Articles – Bridger McGaw
 - There will be no Town-sponsored information session. Bridger will check in with the proponent of the Citizens’ petition for ranked choice voting about his information presentation.
- DEI Training/Awareness – Noah Michelson, Laura Swain, and Valerie Overton
 - Noah Michelson provided a brief update that the subgroup is still trying to organize a meeting to discuss further. They will provide more details at a later meeting.
- TMMA Connect! 2023 Planning – Vicki Blier, Noah Michelson, and Steve Kaufman
 - Vicki Blier spoke with Bridger McGaw and they propose that this year’s event not have a specific topic but be social in nature. This could be held at Cary Hall (with a liquor license) or at a local restaurant.
 - The group thought a casual invite to meet up on a weeknight in the winter at a local restaurant for drinks sounded like a good idea.
 - Vicki suggested that a night around when the Warrant for Annual Town Meeting is published (February) would provide a good excuse to meet up. Vicki will send a proposal out to this group by email in the next two months.
- Feedback from Annual Town Meeting (ATM) 2023 – Bridger McGaw and Sarah Higginbotham

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- Bridger McGaw recapped that TMMA delivered a memo with feedback on information sharing to the Town, and Bridger thought the Town response seemed to be that they thought they did a great job and that there did not need to be improvements to anything.
- Bridger pointed out that with the advent of hybrid/remote Town Meeting, TM members need to have more information in advance (e.g., TM members cannot submit amendments on the floor- they need to be submitted in advance). This means that TM members need to get involved earlier in the policy process, read materials, and ask questions ahead of time, and the Town needs to get information to TM members (posted on the website and by other means) earlier too.
- Warrant Article Amendment Process Discussion – Scott Burson and Tanya Gisolfi-McCready
 - Tanya Gisolfi-McCready recapped the draft document the subgroup has put together with four recommendations:
 - Add Town Meeting Time as reference document and remove Roberts Rules of Order.
 - 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?)
 - Town Meeting Time will be available to TM members (and others) at the library going forward.
 - The Moderator has been supportive and is aware of this effort.
 - If anyone else would like to be involved in this topic or has comments, please reach out to the subgroup with input.
- Shared Drive and Documenting Critical Work Processes into Playbook – Sarah Higginbotham
 - Bridger McGaw reported that Sarah Higginbotham has worked out a taxonomy and file structure within the new shared Google Drive. She will share more information at a future meeting.

IV. New Topics

The group discussed new agenda items and topics to consider future meetings:

- Motion pertaining to Acceptable Use Policy of the Precinct Email Lists – Bob Avallone
 - Bob Avallone proposed a change to the current Acceptable Use Policy for the Precinct Email System to allow write-in candidates to make brief statements in support of themselves (and current Town Meeting members to make brief statements in support of write-in candidates) in instances when there are fewer candidates on the ballot than there are openings for Town Meeting. He provided a draft for the committee to review over email ahead of this meeting.

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- Vicki Blier and Bob Avallone will review the specific language and bring a re-worded final draft edit to the next meeting for approval.
- Future Topics – Bridger McGaw asked the group if there are other topics to consider in future meetings.
 - Andy Friedlich: requests that the agenda for the TMMA Executive Committee meetings be sent to the full TMMA list.

The meeting was adjourned at 8:46pm. The next Meeting will be on December 13, 2023, at 7:30 PM conducted online via Zoom.