

TMMA Executive Committee Meeting
 Minutes for September 13, 2023
 Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Sarah Higginbotham	5	Andy Friedlich*	5
Brielle Meade	8	Salvador Jaramillo*	5
Vicki Blier	9	Innessa Manning*	6
Valerie Overton*	1	Andrea Fribush*	6
Tanya Gisolfi-McCready*	1	Ryan Wise*	6
Barbara Katzenberg*	2	Jim Osten*	8
Laura Swain*	2	Sudhir Ranjan*	8
Ed Dolan*	3	Scott Burson*	9
Cindy Arens*	3		
Sallye Bleiberg*	3		

*denotes Precinct Officers

The Vice Chair Sarah Higginbotham called the meeting to order at 7:33pm as quorum was confirmed.

- I. **Vice Chair Announcements and Opening:** Sarah Higginbotham opened the meeting and asked members who did not attend a previous meeting to briefly introduce themselves (there were no new members). Sarah requested members update their Zoom name to include their precinct number, and reminded the group that the next meeting will be October 11, 2023.

II. **Officer Reports and Updates**

Clerk's Report—Brielle Meade submitted the draft minutes for the February, May, and June meetings to the group for review and approval over email. After one correction to the February minutes and minor edits to the June minutes, the three documents were unanimously approved as edited.

Treasurer's Report—Noah Michelson was not in attendance and no report was received for this meeting.

Website Manager's Report— Bob Avallone was not in attendance and will report any issues next month.

Email List Moderator's Report—Vicki Blier asked for feedback on two topics:

- She received an email asking if the ranked choice voting discussion was appropriate for the list; she determined it is, and the group agreed that as long as it is not "Town Meeting Season" the discussion is acceptable.
- Vicki usually starts Town Meeting Season around the time of the information sessions for each Town Meeting. She wondered if the group had thoughts on the timing.
 - The group agreed that Town Meeting Session should start two weeks prior to a Town Meeting. Note that folks can discuss articles before this time, but the season of exclusive article discussion would begin two weeks ahead of Town Meeting.

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- Barbara Katzenberg noted that she recently attended a session with Town Meeting members from other towns and was surprised to hear that not all towns have an email list like the TMMA list. She appreciates TMMA's efforts in this area. Andy Friedlich added that some towns have approached Lexington TMMA to learn what we do to communicate, and we are happy to be a resource for other communities.

III. Project Updates

Sarah Higginbotham 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.

- Possible Hybrid Special Town Meeting – November 7 (hold 8-9 as well) – Sarah Higginbotham
 - There will be a Special Town Meeting on November 7. This was discussed during Select Board meetings. The meeting will probably be conducted as a hybrid meeting.
 - Andy Friedlich would like to add discussion about having Black Cat Café during the Special Town Meeting to the agenda for October's meeting.
- DEI Training/Awareness – Noah Michelson, Laura Swain, and Valerie Overton
 - Laura and Valerie have no major updates but will continue discussing through September. They will bring a proposal or update to the October meeting.
- TMMA Connect! 2023 Planning – Vicki Blier, Noah Michelson, and Steve Kaufman
 - Vicki could not reach Noah to get feedback but has reached out to Valerie Overton to join the planning committee instead.
 - A few of Vicki's initial ideas to have FAQ sessions with Town Staff would require too much time from employees so the planning committee is still searching for ideas.
 - Bridger McGaw suggested offline that it be a more social activity, possibly with a one-day liquor license for Battin Hall or renting out Fiorella's or similar.
 - There was discussion about holding a social meeting in the evening after Special Town Meeting on the last night, however most in the group agreed that may too late at night.
 - Another suggestion was to hold a social event the night after the last night of Special Town Meeting, while the issues and people are still fresh in mind, allowing for some de-briefing.
 - Sarah Higginbotham suggested holding it the week before Special Town Meeting, and Andy Friedlich proposed it could be done immediately following the TMMA information session.
 - Vicki and Valerie will discuss details and bring ideas back to the group.
- Feedback from Annual Town Meeting (ATM) 2023 – Bridger McGaw and Sarah Higginbotham

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- Sarah Higginbotham did not have an update from Bridger, and the group will circle back to this at the October meeting.
- Documenting Critical Work Processes into Playbook – Sarah Higginbotham
 - Sarah Higginbotham demonstrated the new TMMA Shared Google Drive on screen. The drive includes folders for TMMA topics (e.g., Treasurer Reports, Bus Tours, Black Cat Café). Board members would upload relevant files, and access can be granted to incoming members.
 - TMMA Executive Committee Officers will be granted editing privileges, and committee members will have viewing privileges (and upgraded to editing as needed).
 - Bridger, Sarah, and Andy Friedlich will meet offline to go over information and documents Andy has that should be added.

IV. New Topics

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

- Warrant Article Amendment Process – Scott Burson and Tanya Gisolfi-McCready
 - Scott provided a brief update. He, Tanya, and Bridger will be distributing a draft discussion document summarizing their findings at a later date.
 - Scott noted four areas/issues to be included:
 - There is an error in the current by-law that references the wrong document for the procedure that is followed; this should be updated.
 - Discussion on whether the by-law text should be made explicit on the issue of reconsideration and the requirement for new information.
 - Some towns have a formal committee of Town Meeting to review by-laws on an ongoing basis. Would it be useful or desirable for Lexington to have a similar committee?
 - Discussion of the perception that it is odd that amendments to main motions do not require a second (or support from more people). It may be too “easy” to propose amendments on the floor of Town Meeting which may not be the best use of everybody’s time. Should amendments even be allowed?
 - If anyone else would like to be involved in this topic, please reach out to Scott.
 - Ed Dolan appreciated the subgroup’s efforts and would be interested in joining.
 - Vicki Blier wondered if some of these topics may be great for the TMMA Connect! event discussions. She will reach out to Scott outside of this meeting.
- Future Topics – Sarah Higginbotham asked the group if there are other topics to consider in future meetings.
 - Andy Friedlich: How to reinstate TMMA as part of the curriculum for Civic Academy (previously known as Citizens’ Academy). Historically, TMMA has presented to the Academy about becoming a Town Meeting member and what we do, but TMMA has been removed from the curriculum for the last two years.

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- Barbara Katzenberg: The possibility of TMMA encouraging, facilitating, or organizing, communication from members who actively attend different Board and Committee meetings to the rest of Town Meeting (e.g., by providing email updates or summaries of important issues).

V. Town Project Updates – For Reference Only

- September 13 @6:30pm in Cary Hall (Estabrook Room): Lexpress Public Meeting: <https://www.lexingtonma.gov/CivicAlerts.aspx?AID=322>
- September 14 @6:30pm in Cary Hall: Community Forum on LHS project: <https://www.lexingtonma.gov/CivicAlerts.aspx?AID=324> If you haven't signed up to receive updates about the Lexington High School project, as well as other LPS news, *please* sign up for notifications at [Parent Square](#).
- Updates on the Lexington Police Station: <https://www.lexingtonma.gov/392/Police-Station-Building-Project>
- Community Health Equity Survey now live. Please consider completing it: <https://www.lexingtonma.gov/CivicAlerts.aspx?AID=321>
- September is National Preparedness Month. Make a Plan. Build A Kit. Stay Informed: <https://www.lexingtonma.gov/CivicAlerts.aspx?AID=327>

The meeting was adjourned at 8:52pm. The next Meeting will be on October 11, 2023, at 7:30 PM conducted online via Zoom.