

TMMA Executive Committee Meeting
Minutes for September 14, 2021
Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Vineeta Kumar	3	TMMA Chair	
Betty Gau	8	TMMA Vice-Chair	
Bridger McGaw	6	TMMA Treasurer	
Brielle Meade	8	TMMA Clerk	
Valerie Overton*	1		
Rita Vachani*	2		
David Kaufman*	3		
Ed Dolan*	3		
Ruth Thomas*	4		
Jenny Richlin*	4		
		Andy Friedlich*	5
		Sarah Higginbotham*	5
		Innessa Manning*	6
		Jim Osten*	8
		Yu Wu*	8
		Dahua Pan*	8
		Tom Shiple*	9
		Charles Hornig, Planning Board	
		Jill Hai, Select Board	

*denotes Precinct Officers

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

- I. Chair’s Report—Vineeta Kumar welcomed the group back from summer and summarized the agenda for tonight’s meeting.
- II. Clerk’s Report—Brielle Meade submitted the Draft Minutes for the June 9, 2021 meeting for approval. The minutes were unanimously approved as presented.
- III. Treasurer’s Report—Bridger McGaw reported that there was \$10 received in dues and no expenses since the last report. The current balance is \$4,328.43. The Treasurer’s Report was moved, seconded and unanimously accepted.
- IV. Webmaster Report—Bob Avallone was not in attendance and there was no new information to report regarding the website for this meeting.
- V. Email List Moderator Report—Vicki Blier was not in attendance and there was no new information regarding the email list for this meeting.
- VI. TMMA Bylaws Committee Update—Andy Friedlich reported that the committee will start working on changes in the Fall as updates cannot be voted on until the next Annual TMMA meeting held in the Spring. He would like to get input from the Executive Committee on several proposed changes, particularly on Precinct Officer roles. He will discuss this at a future meeting.
- VII. DEI Training Committee Update—Valerie Overton reported that the committee did not meet over the summer but will plan to schedule a meeting shortly. She requests the TM members let her know if they would like to join the committee.
- VIII. TMMA Connect! Committee Update—Vineeta Kumar reported that the committee did not meet over the summer but will begin planning shortly.

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IX. Special Town Meeting (STM) Fall 2021 Planning—

- A. Discussion about the TMMA Warrant Info Book. We continued the discussion from last meeting about the usefulness of the TMMA Warrant Info Book; whether it is duplicative of Committee reports; and ideas for improving the format and information provided.

Newer TM members on the committee shared their thoughts and how they used the Info Book during Annual Town Meeting last Spring:

- The Info Book was helpful, but once the Town put other information up on the website, the Info Book was no longer needed, and folks relied on the website presentation and reports from that point forward.
- The Town's website with all the materials in one place was the most useful resource for TM members.
- The materials the Town put together on the website, including the video presentations, PowerPoint presentations, and committee reports, were sufficient.
- While it was nice that the Info Book was available early, it was sometimes confusing since the print volume did not include any changes or updates made later, and when there was conflicting information in the Info Book and the Town materials published later, it was hard to understand what information was the most current.
- It seems difficult to recruit volunteers to write up articles and appears to be a big effort on the part of the TMMA Executive Committee to get the report completed. Folks were not sure the usefulness of the Info Book was worth this effort.

Other members shared details about Info Book content:

- Some feel that the Info Book gives additional information and is easier to digest compared to the committee reports.
- Andy Friedlich spoke with Carolyn Kosnoff to find out if it was a large burden for staff to answer questions from TMMA for the Info Book, and she indicated that it was not.
- David Kaufman suggested the information in the committee reports represents the opinion of the committee based on the committee charge. It does not represent an unbiased take on the article with full background information. This can be particularly true for items on the consent agenda, which are not well detailed in committee reports and Town materials.

TMMA bylaws include a formal charge to educate and inform TM members and the public at large about Town Meeting issues. With that in mind, the group agreed that TMMA does have a duty to produce, administer, or otherwise provide information to TM members. We need to determine what TM members need to work effectively, and what are the best vehicles and sources of information for TMMA to get this to TM members. Because STM is upon us, the group decided to follow two paths: prepare the Info Book for STM, and in parallel, form a working group to think about and make suggestions for how to disseminate information in the future.

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Info Book planning for Fall STM

- Andy Friedlich and Bridger McGaw will work to get confirmation from the Town about what they will be putting together for STM.
 - Encourage continued inclusion of video presentations for the articles.
 - Encourage continued inclusion of the form to submit questions and preparation of responses in the FAQ document.
- Suggestions for the STM Info Book include:
 - Focusing only on the non-duplicative articles (i.e., articles that committees are not planning to include in their reports).
 - Writing up questions for each article instead of providing summaries.

Info Book planning for Annual Town Meeting in the Spring and moving forward

- Form a working group to provide recommendations moving forward.
- Some ideas and suggestions for how to improve information delivery include:
 - Make all materials related to an article accessible from a single location.
 - Include the ability to make changes/updates to the material so that it is always current with the most up-to-date information (and there is only one version, that does not conflict with other materials)
 - Change the format to a Wiki where anyone can fill in details, information, and questions for each article as they gather information. This would be a living document and be focused on what TM members want to know, since TM members would be the authors in essence.
 - Shift TMMA focus from producing our own report to ensuring that the material we want TM members to have access to is provided on the Town website and to ensuring that TM members know how to find it. Work with the Town or Select Board to produce or implement this.
 - Provide links to specific articles within committee reports, or work with the Town to produce committee reports in a web-based format that would allow easier navigation.

B. Jill Hai joined the meeting to share updates regarding the upcoming Fall STM:

- Fall STM will be held virtually and is tentatively scheduled to begin November 8, 2021.
- The Town will hold November 8, 9, 10, and 15, 17, 18 for STM as needed.
- The warrant has been opened; citizen articles must be submitted by 1pm September 23rd.
- The technology for conducting TM will be the same as last meeting.
- There are currently 19 articles but the Town anticipates some citizen articles will be added.
- Along with other committee meetings, there will be Select Board meetings where they will be hearing from proponents on October 12 and October 25.

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- Jill asks that if residents ask TM members for advice on bringing articles, that we remind them that Fall is a Special Town Meeting, not Annual Town Meeting, and that we encourage citizens and committees to bring only articles that cannot wait until the Spring.

X. Planning Board (PB) Updates for Special Town Meeting—Charles Hornig joined the meeting to discuss PB articles on the Special Town Meeting warrant. There are five zoning changes proposed by the PB. The public hearings will be held September 22, 2021 at 7PM and Charles encourages all TMMA members to attend. Charles has sent summary emails to the TMMA list describing the proposed changes. The changes propose amending the zoning bylaw for:

- Structures in Yard
- Diversity, Equity, Inclusion, and Permitting
- Solar Energy Systems
- Open Space Residential Developments
- Residential Parking

Tom Shiple asked Charles if any of these changes are time sensitive. Charles indicated that the PB believes they are all worthy of moving forward with public hearings and discussion at this point. None of the proposed changes are time-critical in the sense that they have to be done in the Fall (versus the Spring), but as they are ready to move forward with public hearings, it would be nice to complete some PB items now in the Fall so there is not an overwhelming number of items in the Spring. Bridger McGaw asked about the general article for Hartwell Avenue, Item N, which was a placeholder for a general article regarding fossil fuel use on Hartwell Avenue. Charles indicated that not enough progress has been made at this point to include it on the warrant, but that it will be discussed with the working group in the future.

XI. Meeting was adjourned at 9:15 PM. Next Meeting will be on October 13, 2021 at 7:30 PM conducted online via Zoom.