Marsha Baker, TMMA Chair, called the TMMA Executive Committee Meeting to order at approximately 7:30 p.m. A quorum was present (e.g., at least 9 members, representing 5 separate Precincts). On this date, 18 TMMA Members were present.

<table>
<thead>
<tr>
<th>Name</th>
<th>Precinct #</th>
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<tbody>
<tr>
<td>Colin Hamilton, Chair</td>
<td>1</td>
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<td>Joel Adler, Vice Chair</td>
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<td>Rita Goldberg, Vice Chair</td>
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<td>Barry Orenstein, TMMA Vice Chair</td>
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<td>Michelle Goddard, Chair and TMMA Treasurer</td>
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<td>Paul Miniutti, Vice Chair</td>
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<tr>
<td>Nancy Corcoran-Ronchetti, TMMA Clerk</td>
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<td>Andy Friedlich, Chair</td>
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<td>Lisa Smith, Clerk</td>
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<td>Edie Sandy, Chair</td>
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<td>Marsha Baker, TMMA Chair</td>
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<td>Pat Costello, Chair</td>
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<td>Mary Burnell, Clerk</td>
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<td>Diane Biglow, Chair</td>
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<td>Robert Avallone, Vice Chair</td>
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<td>Margaret Enders, Clerk</td>
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<tr>
<td>Vicki Blier, TMMA List Moderator</td>
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<td>Lisah Rhodes, Chair</td>
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</tbody>
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Other meeting attendees included Selectman George Burnell, Mary Ann Stewart, Precinct 1, Gloria Bloom, Precinct 4, Bebe Fallick, David Kaufman, Jane Paget and Frank Sandy, Precinct 6 and Margaret Counts-Klebe, Precinct 7.

Marsha began the meeting by discussing the Special Town Meeting that will be held in November, most likely on November 15, 2010. She said it is hoped that this Meeting will last only one night. Marsha then discussed the evening’s Agenda items and said that some of the items on the Agenda will be taken out of order so that TMMA can accommodate its guest speakers.

Marsha then asked Nancy Corcoran-Ronchetti for the Clerk’s Report.

**TMMA Clerk’s Report:**
Nancy Corcoran-Ronchetti, TMMA Clerk, presented the September 15, 2010 Executive Committee Minutes for approval. Upon Motion made and seconded, the Clerk’s Minutes were approved. The Motion carried unanimously.

**TMMA Treasurer’s Report:**
Michelle Goddard, TMMA Treasurer, presented the Treasurer’s Report. She reported that there was no account activity and that the balance on hand remains the same at $2,014.77. Upon Motion made and seconded, the Treasurer’s report was accepted. The Motion carried unanimously.

**Munroe Lease:**
Marsha asked Selectman Burnell to give his report. Selectmen Burnell’s presentation included information on whether the school should be sold or leased; that the school’s leases bring in approximately $200,000 a year which helps pay for heat and the arts programs; that having a non-profit run the Center is one option that the Town is looking at; that as soon as a concept is worked out, an RFP
will be issued; and that the non-profit MCA has a new Board and Tom Griffiths is the Chair. After his presentation, a general discussion ensued.

**Estabrook School – Update:**
Marsha asked Mary Ann Stewart to give the Members an update regarding Estabrook School and the PCB issues and remediation options since Margaret Coppe, the School Committee’s Liaison to TMMA was unable to attend tonight’s meeting. After Mary Ann’s presentation, a general discussion ensued and Marsha encouraged all Members to attend next week’s School Committee Meeting as well.

**Town Meeting Task Force - Status Report:**
Marsha asked Barry Orenstein for an update regarding the Town Moderator’s Task Force. As Chair of the Task Force, Barry generally discussed the Task Force’s three (3) phases. Barry said the on-line surveys will go out soon. He also said that the results will be analyzed and interpreted and then recommendations will be made as to process, protocols, rules and culture. Barry said that the due date for returning the on-line surveys will be late November (i.e., by Thanksgiving) and that the Task Force’s report and recommendations will be made in January 2011.

After Barry’s presentation, a general discussion ensued. Vicki Blier said she would like to see space on the questionnaire for additional comments while other Members expressed concern about the length of time members will have to respond to the survey. A suggestion was also made that Precinct Chairs contact TMMA Members if a follow-up reminder is needed. Marsha also said she will send out reminder e-mails via the list too. Members were assured that all survey responses will be anonymous.

**TMMA E-Mail Alias:**
Marsha said that the e-mail alias names for Town Meeting Members that the Committee previously approved are now up and running. She also said a Press Release regarding the new TMMA e-mail information will be publicly distributed to media outlets (e.g., Lexington Minuteman, Colonial Times, etc.) just before the Special Town Meeting.

A general discussion of the draft TMMA e-mail announcement and website link ensued. Edie Sandy asked Marsha to send an e-mail to all Town Meeting Members asking them to check their e-mail name before the press releases are distributed and that the information should also be posted on the website. Members also requested that any reference to “alias” in the general announcement be deleted where applicable and replaced with the word “e-mail”.

The following motion was moved:

“That we submit what has been given to us with two edits; change “alias” to “e-mail” and include the full name.”

The motion was seconded and unanimously approved.

**Community Outreach Committee:**
Marsha asked Nancy Corcoran-Ronchetti and Andy Friedlich, Co-Chairs of the Community Outreach Committee (“COC”), to give a brief update on the Committee’s activities. Andy said the COC will give a presentation to the Lexington Citizens’ Academy on November 8, 2010 and Nancy discussed the proposed PowerPoint presentation that the Committee created for the presentation. She also distributed a draft of the proposed presentation handout for review.

A general discussion ensued regarding the above handout including a suggestion that the COC add more information on what Town Meeting Members actually do. Nancy said she will include more information on TM Member functions before the COC’s 11/8/10 Lexington Citizens’ Academy presentation.
**TMMA Business Cards:**
Andy Friedlich distributed a final prototype of the TMMA Business Card that Nancy Corcoran-Ronchetti redesigned based upon the comments Members made at an earlier TMMA meeting. After reviewing the draft, a few minor edits were suggested and Nancy said she will make the changes before the prototype card is sent for printing. When asked, Andy said 189 cards will be printed for TM Members and that additional cards will also be printed so they can be distributed to realtors, etc.

Andy then asked the Committee to approve the prototype business card. The following Motion was moved:

“That the business card format be approved.”

Upon motion made and seconded, the motion passed. There was one opposed.

**By-Laws Review Committee:**
Nancy Corcoran-Ronchetti and Robert Avallone gave the Committee an update. Nancy C-R said the Committee has met with two groups of current or former Members of the TMMA Nominating Committee to get their ideas and that she and Robert will meet with David Kaufman within the next week or so. She also said that the Committee plans to have its recommendations ready for TMMA’s review and discussion before its January 2011 TMMA Executive Committee Meeting so any By-Laws amendment change(s) can be voted on at the Annual Meeting in March.

**Lexington Citizens/State Representatives Communication Event Proposal:**
Marsha gave the Committee an update since Jim Wood was unable to attend the meeting. She said all parties are now on board (i.e., Representative Kaufman, LWVL, etc.), that the event will probably be held in mid-January, that Deborah Brown will moderate it and that the event will be well publicized so as many people as possible can attend. Marsha then asked for Executive Committee approval to officially co-sponsor this event.

The following Motion was moved:

“That we co-sponsor a Legislators’ Evening with the League of Women Voters of Lexington.”

The Motion was seconded and passed unanimously.

**Warrant Information Book (“WIB”):**
Vicki Blier proposed a new WIB information format that will allow Town Meeting Members to insert the information into a 3-ring binder. She also discussed two proposed handouts. One handout had multiple columns (e.g., the Warrant Name, the Reference Name, the Article Type, how you voted on an Article and how TM voted on an Article) while the other handout had the official description of the Warrant Article, a brief description of the purpose of the Article, a basic argument for and against the Article and the Article Sponsor(s) contact information should a TM Member wish to contact the Sponsor(s) for additional information, etc.

After Vicki’s presentation, a general discussion ensued. Some Members embraced the new format, some Members said TMMA’s current WIB format and write-ups work well and do not need to be updated, some Members said they wanted to see the Moderator’s Task Force Recommendations first and some Members wondered how environmentally friendly a 3-ring binder is. At the end of the discussion, it was agreed that while some WIB format changes can be adopted now, the Committee will wait to see what the Task Force’s recommendation are before making additional WIB changes.
The following Motion was moved:

"That we change the distribution format for the Warrant Information Book to a format that can be inserted into a 3-ring notebook and continue to do the Warrant Information write-ups the way we have always done it."

The motion was seconded and passed. There was one opposed.

Guidelines for Information Requests:
Marsha discussed the draft Guidelines for Information Requests handout. This draft was compiled by and has been approved by: Marsha Baker, Vicki Blier, Hank Manz and Carl Valente. She asked for feedback from the Executive Committee and discussion ensued. Most of those present thought the guidelines were a useful and good first step.

Some Members asked whether the various Committees and Boards were also on board with respect to these guidelines and whether specific Committee Members or Board Members have appointed a "point person" for Members to go to when seeking information. Other Members said the List should still be used to ask questions especially if a previous request for information hasn’t been answered. Marsha said these guidelines do not preclude Members from obtaining information from other sources if they need to (e.g., using the public records portal, etc.).

At the end of the general discussion, the following Motion was moved:

"That we accept the new Information Request Guidelines as stated."

The Motion was seconded and passed.

Draft Gift/Donation Policy:
Marsha discussed the Committee’s current policy and how the Committee has historically handled these matters in the past. She handed out a draft of the updated gift/donation policy for review and discussion. At the end of the discussion, the Members agreed to change item #2 of the draft.

The following Motion was moved:

"That #2 be amended to read:

2. To honor and encourage service to the organization by presenting modest gifts to thank retiring Chairs."

The Motion was seconded and passed. There was one opposed.

Old Business/New Business:
Before adjourning, Marsha reminded Members again about the Special Town Meeting tentatively scheduled for November 15, 2010. Marsha, Nancy Corcoran-Ronchetti and Andy Friedrich volunteered to do write-ups for the Special Town Meeting and Marsha said that if anyone else is interested in volunteering, they should let her know.

The meeting was adjourned and 9:31 p.m.