TMMA Executive Committee Meeting Minutes

May 13, 2009

Marsha Baker, TMMA Chair, convened the TMMA Executive Committee Meeting at approximately 7:30 p.m. in the Legion Room (2nd floor right), Cary Hall. A quorum was present (e.g., at least 9 members, representing 5 separate Precincts). On this date, 21 TMMA Executive Committee (“Committee”) members were present and every Precinct was represented.

Name: Precinct #:  
Nancy Adler, Chair 1  
Joel Adler, Vice Chair 1  
Colin Hamilton, TMMA Treasurer 1  
Joe Pato, Chair, TMMA Vice Chair 2  
Barry Orenstein, Clerk 2  
Loren Wood, Chair 3  
Rosemary Levy, Vice Chair 3  
Michelle Goddard, Clerk 3  
Vincent Pisegna, Chair 4  
J.J. Krawczyk, Clerk 4  
Andy Friedlich, Clerk 5  
Nancy Corcoran-Ronchetti, TMMA Clerk 5  
Edith Sandy, Chair 6  
Bebe Fallick, Vice Chair 6  
Alan Lazarus, Clerk 6  
David Kaufman, TMMA Communications Officer 6  
Marsha Baker, TMMA Chair 7  
Fred Martin, Chair 7  
Margaret Enders, Clerk 8  
Vicki Blier, TMMA List Moderator 9  
Francine Stieglitz, Vice Chair 9

Margaret Coppe and Frank Sandy were also present at the meeting.

Agenda:  
Before commencing a discussion of the Agenda items, Marsha Baker announced that there were handouts for attendees, including:

TMMA Annual Meeting Minutes, dated March 11, 2009  
TMMA Executive Committee Meeting Minutes, dated March 23, 2009  
Draft Letter to Senator Edward M. Kennedy, et al regarding Hanscom Field  
List of TMMA Board Members  
Brookline’s Final Report of the Moderator’s Committee On Voting Technology for Town Meeting  
TMMA Chair’s Contact Information Card
Before requesting the Clerk's reports, Marsha Baker stated there was a possibility that some of the evening's Agenda items could be held over until the next regularly scheduled Committee meeting because of time constraints.

**Clerk's Report:**
Nancy Corcoran-Ronchetti presented the 2009-2010 TMMA Annual Meeting Minutes, dated March 11, 2009 and the TMMA Executive Committee Meeting Minutes, dated March 23, 2009 for approval. Andy Friedlich moved the Clerk's Motions to adopt the foregoing sets of Minutes. Vicki Blier seconded the Motions. Each Motion passed unanimously.

**Treasurer's Report:**
Colin Hamilton presented a preliminary TMMA financial accounting. Once the accounting is finalized, it will be presented to the Committee for approval.

A general discussion regarding TMMA's most recent expenses ensued, including the gift presented to former TMMA Chair Edith Sandy for her valuable contributions. The Motion to expend the necessary funds for previously identified expenses was made. David Kaufman seconded the Motion. The Motion passed unanimously.

**Appointment to Selectmen's Fiscal Review Committee:**
Marsha Baker then discussed the recent appointment of Cathy Gill by TMMA to the above-referenced Committee. Marsha explained how TMMA appointments will be handled prospectively. She also assured the Committee that future selection processes will be open and transparent.

**Proposed Letter to Administrator of FAA regarding Hanscom Airfield:**
With the approval of Article 9 on May 11, 2009, at Special Town Meeting, Andy Friedlich discussed the proposed draft letter ("letter") and provided some historical background too. After review and discussion, it was agreed that Andy would add distinct language to the letter to clarify that the letter refers only to the "civilian" side of Hanscom Airfield. In addition, before the letter is sent to Senator Edward M. Kennedy, et al, both Andy and Marsha Baker will sign the letter on behalf of TMMA.

Edith Sandy moved the Motion to adopt the language of the letter. David Kaufman seconded the Motion. The Motion passed unanimously.

**TMMA Sign Board:**
A general discussion ensued regarding the TMMA Sign Board ("sign"). Barry Orenstein discussed his idea and suggested proposed language for a sign, including "TM in session - Citizen's welcome - 7:30 p.m."). Other sign topics discussed by the Committee included the number of signs needed, the logistics of sign placements, indoor and outdoor signs, the size and shape of the signs, the expenses associated with the signs (e.g., Cary Hall Citizen Seating signs, etc.) After discussion, it was agreed that Barry, Vicki Blier and Andy Friedlich will work together on the signs.

A Motion was made to expend funds (up to $200.00) for signs. Andy Friedlich seconded the Motion. The Motion passed unanimously.
TMMA Presence at Community Events:
The Committee discussed various ways to heighten the profile of TMMA via Community Relations/Outreach Programs and Activities ("Community Outreach"). A general discussion ensued regarding increasing TMMA's presence at Community Events such as Discovery Day, the Farmers' Market, the Community Marketplace, etc. Vicki Blier felt TMMA should commit to Community Outreach events like Discovery Day. Some additional Community Outreach suggestions and ideas included asking for volunteers to attend events, other ways members can engage the public in discourse, staffing a table at Discovery Day, using signs like Hank Manz's "Meet a Selectman", etc. The Committee also discussed the myriad logistics often associated with coordinating volunteer staffing for events, the time commitment associated with volunteering, etc.

In addition, the Committee discussed how other groups and organizations raise their community visibility (e.g., the Friends of Lexington Bikeway, etc.). Some groups pay fees to have tables at events, while other groups hold picnics, etc. While Colin Hamilton agreed with the overall idea of increasing TMMA's visibility, he did not support the use of TMMA funds to do so.

Barry Orenstein also supported the idea of expanding TMMA's Community Outreach visibility and suggested that higher visibility would encourage more voter participation in government and possibly increase the number of candidates for Town Meeting. Andy Friedlich suggested that TM Members wear sashes at Community Outreach events while Marsha Baker suggested TM Members simply wear buttons at these types of events. Committee members agreed that wearing buttons was a good idea.

Marsha Baker then formed a TMMA Community Outreach Committee to study the issues and make recommendations. The TMMA Community Outreach Committee members are: Colin Hamilton, Bebe Fallich, Nancy Adler, Edith Sandy, Andy Friedlich, Barry Orenstein, Alan Lazarus and Nancy Corcoran-Ronchetti.

Overflow Room:
The Committee discussed the current use of the Overflow Room including the overall effectiveness of its use with respect to "Notice" postings, off-topic postings, etc. during Town Meeting. After discussion it was agreed that the Overflow Room should continue for at least another year to give the idea more time. Andy Friedlich moved the Motion. Francine Stieglitz seconded the Motion. The Motion passed unanimously.

Moderator Recap Meeting:
The Moderator Recap Meeting is scheduled for June 3, 2009 in Estabrook Hall at 7:30 p.m. Marsha Baker stated that attendees at this meeting will include the Moderator, various members of Town Committees, Town Boards and the Board of Selectmen. After discussion, the Committee proposed Agenda topics for the above-referenced meeting. Nancy Corcoran-Ronchetti will draft the Agenda for the meeting and forward it to Marsha for review before distributing (see attached Draft Agenda).
Discussion of Procedures for the Purchase of Land by the Town or Proposed Rezoning Issues:
The Committee generally discussed the above topic, including the most recent land purchase of Busa Farm by the Town. The Committee also discussed how the process can be improved in the future, including increasing the transparency of the process, systemic means to ensure that all impacted parties are included in the process, the formation and appointment of members to committees/sub-committees associated with both land use purchase and post-land use purchase, etc.

Future TMMA Executive Committee Meeting Agenda Suggestions:
Marsha Baker requested ideas for future Agenda items for upcoming Committee meetings. One item suggested for discussion was whether TM Members should wear Name Tags at Town Meeting.

The Committee also agreed to change the room location for their next meeting from Cary Hall to Room G15 in the Town Hall.¹ Marsha also reminded Committee members that the September Executive Committee meeting is Wednesday, September 16, 2009.

Adjournment:
On Motion made and seconded, the meeting was adjourned at approximately 9:15 p.m.

¹At the June 17, 2009 TMMA Executive Committee Meeting, upon Motion made and seconded, the Committee unanimously moved to accept as corrected the meeting room reference change in the May 13, 2009 Executive Committee Meeting Minutes from Room G15 in the Town Hall to the Legion Room, 2nd floor, Cary Hall.
MODERATOR’S RECAP MEETING
TMMA’S PROPOSED TOPIC AGENDA

A. Procedural Topics:
1. Debate - TM Presentations:
   a. Review current Town Meeting (TM) practices when scheduling Article, Motion, Amendment presentation speakers (e.g., proponents, committees, boards, citizens, etc.).
   
   b. Review efficacy of introducing a TM Article, Motion, Amendment, etc., when the hour is late.
   
   c. Evaluate current practices.
   
   d. Make recommendations.

2. Debate Comments and Questions - Microphone Protocol:
   a. Review current procedures.
   
   b. Evaluate "user" practices.
   
   c. Make recommendations.

3. Closing Debate - "Moving the Question":
   a. Review effect(s) of an "early" call (e.g., when all citizens wishing to speak have not yet been heard, etc.).
   
   b. Make recommendations.

4. Parliamentary Process - Roberts' Rules/Town By-Laws:
   a. Increase accompanying Moderator explanations on Articles, Motions, Amendments, etc.
   
   b. Review the treatment of Minority Reports of Boards, Committees, etc. (e.g., placing the report on file or including it in the Majority Report).
   
   c. General discussion.
   
   d. Make recommendations.

5. Voting Quorum:
   a. Discuss attendance, absenteeism and other external influences on voting.
   
   b. Make recommendations.
B. Non-Procedural Topics:
1. Consent Agendas and TM Articles:
   a. Review prior use.
   b. Discuss future use (if revived).
2. "TM Goes Green":
   a. Suggestions and ideas for going "green".
   b. Make recommendations.