

Approved

Town Meeting Study Committee

Minutes from Tuesday, December 19, 2017

Attending: Jack Adelson, Gary Hathaway, Robert MacKendrick, Gill Giugliano, Malka Travaligni, Laurie Perino, Trudy Reid

Absent: Richard Regitano, Arthur Bourque

Guests: Patricia Campbell

The first agenda item was to approve the minutes from November 27, 2017. After taking a few minutes for all to review, and hearing no comments, Gary Hathaway made a motion to accept the minutes as submitted; Bob MacKendrick 2nd the motion. It was unanimously vote by the committee to vote the minutes as submitted.

The 2nd agenda item was to review the draft survey from the sub-committee – Gill, Malka, and Laurie. Their goal was to keep the survey short since there have been two other Lynnfield surveys in recent months. The committee went through the survey and discussed / changed each question. Chair Jack suggested the survey should focus on town meeting procedures. Gary made a motion to accept the changes as made, Laurie 2nd the motion. All voted unanimously. It was agreed Laurie would make the changes; email the final to the committee. If anyone saw minor changes, they were instructed to email Laurie directly.

The group also discussed the best way to get the survey out in a timely fashion. Town Clerk Trudy Reid suggested since the 2018 census will be mailed at the end of December, she would ask the vendor to include another insert. Ms. Reid requested the survey be one page, double sided to keep the costs down. Laurie agreed to revise the format to one page double sided. Survey money, hard copies placed around town, using the town's website / Facebook page to post the survey were also ways discussed to distribute the survey. It was suggested and agreed to hold off on hard copies until the end of January to gauge the returns via the census. However, the link will be put on the town's website in order for households to print additional copies since only one will be mailed per household.

Ms. Patricia Campbell asked to address the committee with a few comments. The Chair granted her permission, giving her a time limit of 5 minutes. Ms. Campbell is concerned about the lights at the Middle School going out too early leaving the parking lot dark when residents are leaving the town meeting; she is also concerned about over flow parking and would like to see a shuttle from the Town Hall for those who may need to park there. She raised issues with how the School's budget is printed in the town meeting booklet. Chair Jack asked Ms. Campbell to hold off with her comments since at this time; the issues she discussed were not in the charge for the Town Meeting Study Committee.

With a motion by Vice Chair Gary Hathaway to adjourn the meeting, 2nd by Bob MacKendrick, the meeting adjourned at 8:15 pm.

Respectively submitted, Trudy Reid, Town Clerk