

October 26th, 2017

Attendees:

Name	In Attendance
Jack Adelson - Chair	Yes
Gary Hathaway - Vice Chair	Yes
Richard Regitano - Clerk	Yes
Robert MacKendrick	Yes
Gill Giugliano	Yes
Malka Travaligni	Yes
Laurie Perino	Yes
Arthur Bourque, Moderator - ex officio member	Yes
Trudy Reid - Town Clerk - ex officio member	Yes

Start Time: 7:00 PM**Notes:**

- The meeting opens with Trudy Reid swearing in the committee members.
- Jack Adelson asked for nominations for Chair, Vice Chair and Clerk. This nomination was agreed to by the committee.
- Robert MacKendrick nominates Jack Adelson for Chair. This nomination was agreed to by the committee.
- Jack Adelson nominates Gary Hathaway for Vice Chair. This nomination was agreed to by the committee.
- Jack Adelson nominates Richard Regitano for clerk. This nomination was agreed to by the committee.
- Jack opened up the meeting after nominations by talking about the goal and expectation for the committee to improve the town meeting, including but not limited to Voting, attendance, process, etc
- Arthur Bourque walked the committee through a binder that was assembled for the committee. The binder includes items for the committee to better understand some of the current items this committee should consider as areas for improvement.
- Arthur Bourque explained that he purchased "Town Meeting Times" for the committee to review.

- Gill Giugliano recommended we send out a survey to collect specific feedback from the town population to help facilitate decisions and direction for the committee.
- The Town of Wayland has Town Meeting on 11/14/17 and 11/15/17. The Town of Ipswich has town meeting on 11/7/17. The members of this committee are invited to attend as visitors.
- The committee discussed that old town meetings are available on the website to view.
- Goals of Committee
 - Roadmap of what we want to accomplish (Timeline)
 - Identify sub groups (max of 3 in each group) to work on specific items
 - Prioritize the list of items by importance and impact
 - Define goals

Follow Up Items:

1. Arthur Bourque will look into a list of which towns use Robert's Rules vs Town Meeting Times
2. Trudy Reid to research if the quorum existed before the charter
3. Trudy Reid to provide attendance lists
4. Trudy Reid to email out the last Warrant Booklet to Committee members

End Time: 8:30 PM

Next Meeting 7:00 PM on November 27th 2017, Location to be determined.