

February 26th 2018

**Attendees:**

Name	In Attendance
Jack Adelson - Chair	Yes
Gary Hathaway - Vice Chair	Yes
Richard Regitano - Clerk	Yes
Robert MacKendrick	Yes
Gill Giugliano	No
Malka Travaglini	Yes
Laurie Perino	Yes
Arthur Bourque, Moderator - ex officio member	No
Trudy Reid - Town Clerk - ex officio member	Yes
NO GUESTS	

**Start Time: 7:00 PM**

**Notes:**

- Jack Adelson called meeting to order.
- Jack Adelson made a motion to approve the 12/19/17 minutes as presented - Approved
- Survey Results were reviewed
  - 1289 responses were received
  - The results of the survey were evaluated and reviewed.
  - The committee discussed how the warrant items are distributed to the town.
  - The committee discussed if the quorum should be changed. The committee also discussed doing some research on how to have the quorum potentially change as the town meeting progresses through the night.
  - The time allowed for items to be presented or discussed during town meeting was discussed.
  - The committee discussed next steps with the data.
  - Electronic voting received positive responses and the committee needs to review which system will be best for our town
  - Electronic check-in was also received positive responses.
  - It was decided that more review of the data was needed.

- The quantity of mics and stationary mics was discussed.
- The committee discussed publishing the survey data once we have decided on our next steps with decisions.
- The Town meeting warrant closes in mid march if we have anything that will need to change the charter.

**Follow Up Items:**

1. Trudy Reid to circulate the survey data to the committee
2. Trudy Reid and Arthur Bourque to research on requirements for town meeting changes that do not require by law or charter.
3. Arthur Bourque to research who has leased vs. purchased electronic voting
4. Arthur Bourque will look into a list of which towns use Robert's Rules vs Town Meeting Times

**End Time: 8:15 PM**

**Next meeting to be determined once member availability is confirmed**