

**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
January 14, 2004**

Present: Susan Clark, Nancy Reilly, Dave Shepard

Note: Tim Murphy, Barb Whitchurch and Greg Whitchurch also arrived at the Town Office for this meeting but because of another meeting going on at the same time, this committee met in a different room than normal and they did not realize the other committee members were present.

**1) Welcome Package for New Town Residents**

Nancy has done some checking into the idea of providing welcoming information to new town residents. One idea was to include some information about town government and the Middlesex community with some information that is already delivered to new residents by other organizations. Her research into this revealed that the information that is currently provided is completely commercially oriented and these organizations did not appear interested in including the type of information this committee was interested in distributing.

Nancy also learned from June Lakin that a list of newly registered voters will be available about two weeks prior to Town Meeting. Nancy agreed to draft a welcome letter that could be mailed to these new voters.

**2. Talk by Paul Gillies**

Susan has spoken with Paul Gillies who is willing to come to Middlesex to give a talk about local democracy, Town Meeting and having civil debates about issues. The committee agreed this sounded like a good idea and decided to hold this event on February 9<sup>th</sup>.

**3. Neighborhood Meetings**

The committee discussed neighborhood meetings prior to Town Meeting to talk in general about how Town Meeting works and more specifically about some of the issues to be voted on at this years meeting. It was decided to try to conduct three of these meetings: one during the playgroup at Rumney School, one at Nancy's house on Notch Road and one at Susan's house on McCullough Hill Road. A probable date for the McCullough Hill meeting is Sunday, February 8<sup>th</sup> in the morning.

**4. Child Care During Town Meeting**

Susan hasn't been able to view the fire station as yet to gauge its' suitability as a location for child care during Town Meeting but she is still trying to set up a time with the appropriate Fire Department person to do this. Committee members tried to think of other possible locations in proximity to the Town Hall and came up with these to

potentially check into if the fire station doesn't seem suitable: the B&B adjacent to the Town Hall, the Methodist Church and Camp Meade.

#### **5. Town Hall Cleaning**

The committee decided to spend some time cleaning Town Hall in preparation for Town Meeting as was done last year. It was determined that about an hour of the next meeting would be spent cleaning and the date was set for February 11<sup>th</sup> at 6:30. [Addendum: After the meeting adjourned, June Lakin asked us to choose a date to clean that was closer to Town Meeting. We will still meet on 2/11, but will choose another date (TBA) to clean.]

#### **6. Middlesex Website**

Susan suggested that perhaps Tim could bring a computer to the Paul Gillies event to set up and have the website available for viewing. Dave mentioned that it seems like an internet search doesn't find the Middlesex website and that one has to know the website address to find it. No one present at the meeting was computer savvy enough to know why this might be but we will pose this question to Tim.

#### **7. Voting Without Being Physically Present at Town Meeting**

Susan has had conversations on this question with both the Secretary of State, Deb Markowitz, and former Assistant Secretary of State Paul Gillies. Neither of them felt this is likely to increase participation in Town Meeting. The Office of the Secretary of State is promoting legislation that would require businesses to allow their employees to attend Town Meeting. Secretary Markowitz was also skeptical that the technology exists to allow full participation in Town Meeting from a remote location. She felt more assurance it could work would be necessary before it would be worth putting in the effort that would be required to change existing law to allow voting in such a manner. Nancy said she would check with her husband as he might have some insight into the feasibility of this idea from a technical standpoint.

#### **8. Revisiting Controversial Issues from Town Meeting by Australian Ballot**

Susan has also discussed this idea with Secretary Markowitz and she was not supportive of this concept. One of the reasons existing law doesn't make it really easy to conduct a re-vote by Australian ballot may be to encourage attendance at Town Meeting.

Next Meeting: February 11<sup>th</sup> at 6:30.

Minutes recorded by Dave Shepard



**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
February 11, 2004**

Present: Susan Clark, Tim Murphy, Nancy Reilly, Dave Shepard, Barb Whitchurch, Greg Whitchurch

**1. Approval of Minutes from January 14, 2004 Meeting**

Minutes were approved from the January 14, 2004 meeting.

**2. Letter from Wilson Brett**

Susan reported that she received a letter from Wilson Brett stating that he has moved to Montpelier and that the fact that he is no longer a resident of Middlesex is why he hasn't been attending meetings of this committee. Greg suggested asking Wilson if he might have a suggestion of someone to replace him on the committee.

**3. Town Hall Cleaning**

The cleaning of the Town Hall in preparation for Town Meeting is scheduled for February 26 from 7:00 to 8:00 p.m.

**4. Town Meeting Preparations**

The Middlesex Methodist Church has indicated they can take up to 10 children for child care during Town Meeting. Tim will be able to have a computer onsite during Town Meeting Day for voters to check out the Town of Middlesex website.

**5. Neighborhood Meetings**

The neighborhood meeting at Nancy's will be on February 22 at 11:00 a.m. Susan has an outline to guide the discussion. The meeting at Susan's house will take place on February 28 at 10:00 a.m.

**6. Other Town Meeting Discussion**

Tim suggested creating a one page information sheet that could be made available at Town Meeting that would provide some basic information about Town Meeting procedure. It could have a section for comments about Town Meeting that people could leave off or send to the Committee later.

The Committee considered the issue that at times, there can be a tendency for some voters at Town Meeting to "call the question" and seek to cease debate on an issue before it seems that everyone who wishes to speak has had an opportunity. The Committee would like to encourage issues to be fully debated and to that end Greg volunteered to draft a letter to Peter Hood to encourage him to do what he can as moderator to promote full debate of issues.

**7. Welcome to New Voters**

As a means to welcome new voters in their town, East Montpelier has invited new voters to come to Town Meeting a half hour early for an introduction. Committee members

discussed possibly sending a note to new voters to invite them to come a half hour early and stop by the Committee's table. The note could include a contact for any questions a new voter might have prior to Town Meeting.

#### **8. Other Business**

Greg had several ideas that could be brought up at the next meeting:

- means to involve those who can't physically attend Town Meeting; and
- possible methods to revisit controversial issues.

Greg added that perhaps it just needs to be explained clearly to people the current procedure to revote a controversial issue. Susan thought it might be useful to do an article for the Middlesex Monthly about Town Meeting issues.

The meeting was adjourned at 8:37 p.m.

Minutes recorded by Dave Shepard

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**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
April 21, 2004**

Present: Susan Clark, Ronald Krauth, Tim Murphy, Nancy Reilly, Dave Shepard, Barb Whitchurch, Greg Whitchurch

**1. Town Meeting 2004 Review**

Susan introduced a review of the 2004 Town Meeting by indicating she thought some of the actions of the Committee (offering childcare, the neighborhood meetings) may have helped to increase attendance. Nancy said some of the people who attended the neighborhood meeting that she hosted had very little idea of how Town Meeting worked. These meetings seemed to be successful and may have brought some new people to Town Meeting.

Susan informed the Committee of the comments received from Town Meeting attendants on the sheets that were distributed at Town Meeting that included information about Roberts Rules and asked for comments on Town Meeting. A summary of the comments received and some recommendations from the Town Meeting Solutions Committee are attached.

Some of the comments were discussed in some detail at this meeting as follows:

Moderator: One comment requested that the moderator repeat all questions asked from the floor so that everyone knows what the question was. Greg added that at times he thought it was difficult to tell whether Peter Hood was acting in his role as moderator or as a Select Board member.

Location of Town Meeting: Several comments were received suggesting moving the location of Town Meeting to Rumney School because it is larger and cooler. There was also a comment in support of keeping Town Meeting at the town hall and not moving to Rumney School. The committee discussed ways to facilitate a discussion of the possibility of using Rumney School for Town Meeting. Tim pointed out that partitions could be used to create whatever space is needed in the gym if using the whole gym proved to be too large a space. It was suggested that some time be taken at next years Town Meeting to have a discussion of what space would be the best for holding Town Meeting.

The Select Board has asked this committee for feedback on how to deal with the social service money requests that are voted on each year at Town Meeting. This is in response to some concerns expressed by voters at Town Meeting about the increasing number of these requests and the fact that there isn't currently much of a screening process for these requests. The committee agreed that before making any recommendations we need a better understanding of just what

the current procedure is. Nancy volunteered to look into this and the committee will provide feedback to the Select Board after our next meeting.

## **2. Review of Potential Tasks for the Upcoming Year**

Greg suggested having a vote by paper ballot, at the next meeting, for officers of the committee for the upcoming year.

Susan handed out a list of ideas for tasks the committee might work on over the next year and asked for committee members input on the list and any other ideas. The committee was in agreement with the list of tasks and members indicated topics they were particularly interested in.

There was some discussion of participation by the committee in upcoming town events. This could include a review of progress since Town Meeting such as the purchase and delivery of the new fire truck. It was suggested that the fire truck could be on display at some of these events.

Minutes recorded by Dave Shepard

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**Middlesex Town Meeting Solutions Committee**  
**Meeting Minutes**  
**May 4, 2004**

Present: Susan Clark, Barb Whitchurch, Greg Whitchurch, Nancy Reilly (?)

**1. Minutes from the April 21, 2004 meeting**

The minutes of this meeting were approved.

**2. Election of officers**

The group elected officers for the upcoming year: Susan Clark, Chair; Greg Whitchurch, Vice-Chair; Dave Shepard, Secretary. In addition, Susan invited Greg to chair a Technology Subcommittee.

**3. Feedback to Selectboard about Town Meeting**

Susan has drafted a summary of this committee's feedback to the Selectboard about Town Meeting. She reviewed this with the committee, who offered suggestions and additions. Her points:

- a. *Having someone who serves on the Selectboard also serving as the Town Meeting moderator can be confusing to Town Meeting participants. (At one time, Peter Hood actually had two hats and would switch from one to the other.) Because the moderator is there to guide the meeting, when he offers an opinion as a Selectboard member or responds to a question as such, his response is not perceived to be as neutral as it might otherwise be. Suggestions from the group: He could physically step over and stand with the Selectboard. He could resign from the Selectboard (this was seen as a last resort). He could resign as the moderator. He could let the Selectboard answer questions whenever possible.*
- b. *There should be something in writing to show Middlesex residents what the annual personal financial impact would be to each family when the town budget is increased by \$100.*
- c. *Regarding non-profit funding requests: Currently, those less than or equal to \$200 must be brought to the Selectboard. Those over \$200 must be presented by a petition signed by at least 5% of the persons on the household list (in the town of Middlesex, at least 62 names). If several organizations lump their names together on the petition, they can get a total of 62 names. Petitions must be submitted by the last week of January.*

The committee is recommending that an instructional sheet be prepared, explaining that the grant amounts can be amended, line-by-line, and explain what it will cost residents if the grant is awarded.

There should be something in the Town Report, prepared by the Funding Committee, that would list each requesting agency's name, its director's name and phone number, how many years it has been in existence, and how to get a copy of its annual report, so each person can make an informed decision. Also, the agency should write a request letter, to be printed in the Town Report, with information (including budget information) about the agency. The Funding Committee would simply receive it and pass it along. Suggestion: The letter should express that we want to help citizens make informed decisions, rather than rubberstamp pre-filtered information or disenfranchise voters by being the "gatekeepers." The Selectboard has asked the Solutions Committee for a list of information we would like included. Susan will email us a draft of her letter to the Selectboard for our comments/approval.

- d. *Regarding the location of Town Meeting, specifically the idea of moving it to Rumney School:* We have received mixed feedback about this. We should consider discussing this and taking a poll at the end of a future Town Meeting.

#### **4. Priorities identified at our last meeting:**

- a. Updating the contacts list inside the Operator's Manual: Susan will divide it up and we will each do about five.
- b. Setting up a table at the Rumney Fair with copies of our Middlesex Yellow Pages and perhaps a computer "tuned" to our website. Nancy will look into this. One of us could drop materials off and another pick them up; there is no need to staff the table the whole time.
- c. Technology: We need to create a plan of action to address the idea of providing remote access to Town Meeting. We will talk about this at our next meeting.
- d. Celebrating the purchase of the new fire truck should be a public event, perhaps part of a parade.

Next meeting: Wednesday, June 23, 2004, at 7:00 p.m. at the Town Office

Minutes recorded by Barbara Whitchurch

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**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
June 22, 2004**

Present: Susan Clark, Nancy Reilly, Dave Shepard, Barb Whitchurch, Greg Whitchurch

**1. Letter to Select Board for Town Meeting Feedback**

Susan reported on the letter the Committee sent to the Select Board providing the comments we had received from participants at the 2004 Town Meeting as well as recommendations from the Committee for improving future Town Meetings. She called Peter Hood who said the Select Board hadn't met since receiving the letter.

**2. Rumney School Fair**

Nancy set up information about the Committee at this event.

**3. Technology Subcommittee**

The issue of how technology might be used to allow participation at Town Meeting without being physically present has been a challenging issue with regard to the actual technology that might be used and potential legal hurdles. It was proposed that a fairly narrow question that the subcommittee could try answer would be to determine what it would take for remote participation at Town Meeting with video and audio or just audio.

**4. Middlesex Operators Manual Contact List Update**

The Committee agreed to update the contacts list in the Middlesex Operators Manual over the next couple of months. The contact list was divided up among Committee members who will make phone calls to verify the continued accuracy of the information in the contacts list. The updated information should be provided to Susan by August 16. Susan will check into the cost for preparing and distributing to town residents the updated list. Once the cost is known, the Committee will need to decide whether to approach the Select Board about paying for this.

**5. Revisiting Controversial Issues Voted at Town Meeting**

There was discussion about what the Committee might be able to do about controversial issues voted on at Town Meeting where some residents feel the outcome may not be representative of most voters in the town. While there are significant legal impediments to being able to decide at Town Meeting to postpone a vote to a different date to be conducted by Australian Ballot, this Committee could provide information so that residents understand the process to request an item be revoted at separate meeting. One possibility would be to do an article about this for the Middlesex Monthly. As an example, if a specific form or language is necessary to petition for a revote, the Committee could make this information readily available.

**6. Next Meeting**

It was agreed not to meet over the summer and to schedule the next meeting for September 15, at 7:00 p.m.

The meeting was adjourned at 8:00 p.m.

Minutes recorded by Dave Shepard

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**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
September 30, 2004**

Present: Susan Clark, Tim Murphy, Nancy Reilly, Dave Shepard, Barb Whitchurch, Greg Whitchurch

**1. Approval of Minutes of June 22, 2004 Meeting**

Approval of minutes of the June 22, 2004, Town Meeting Solutions Committee (TMSC) meeting was moved by Barb and seconded by Greg. The minutes were approved.

**2. Town Website**

The TMSC was pleased to welcome Tim back from a National Guard assignment to Washington D.C. As he may be leaving on another assignment within a few months, Susan asked if we should advertise for an interim webmaster. Greg said he could fill in if needed but he is concerned about the slow internet access from his home.

**3. Middlesex Operator's Manual Contact List Update**

Susan posed the question of how best to distribute the update of the contact list. Nancy suggested having it available at the polls on election day. Greg suggested putting it as a page in the Middlesex Occasional with a note that it would be available at the Town Office. Susan mentioned the possibility of providing some or all of this information in the Town Report.

**4. Recommendations on Town Meeting to the Select Board**

Susan has contacted Peter Hood since the TMSC has not heard anything back from the Select Board about distributing the recommendations regarding Town Meeting that the TMSC proposed based on voter feedback from last Town Meeting. She will make this contact again after the elections.

**5. Process for Town Government**

Susan was asked by a resident, after the public hearing on the proposed zoning regulations, if the TMSC might be able to facilitate training for town government officials regarding process issues such as techniques for running meetings. Greg thought this could be helpful and Dave agreed indicating that some relatively broad training that might include such topics as open meeting requirements could be valuable for committee/commission chairs and members.

**6. Technology Issues**

Greg is looking for notes from a meeting held some time ago where a number of technology related issues were discussed. Dave indicated he hasn't been able to locate any notes yet but will continue to look for them.

Susan proposed looking into the possibility of a phone connection for remote attendance at Town Meeting along the

lines of being on a conference call. Greg said one issue would be how to positively identify the person on the phone if they were calling in from a long distance away and if the intent was to allow them to vote.

Greg agreed, if there was interest, to work on a subcommittee on the phone issue with the intent of a demonstration project at a future Town Meeting. Greg felt if we were to do this, it would be more effective if it was done with someone who actually can't physically attend Town Meeting. It was agreed that the demonstration project wouldn't include a provision for the person on the phone to actually vote. Since providing for remote voting would require legal approval either through legislation or inclusion in a town charter for Middlesex, the TMSC won't pursue this until there is a chance to see if the phone connection technology produces satisfactory results.

#### **7. Town Report Cover**

Susan posed the idea of a photo contest with the winning photo going on the cover of the Town Report. A selection of entered photos could also be posted on the website and displayed at Town Meeting.

#### **8. Letter of Welcome for New Middlesex Voters**

Susan and Nancy did this last year and they thought it was a good idea and plan to do it again this year.

#### **9. New Voter Recognition**

Susan proposed some form of recognition of newly registered Middlesex voters at Town Meeting. Both Nancy and Greg thought this could make at least some new voters uncomfortable. Everyone felt the letter of welcome referenced above is a good idea. In summation, Susan suggested acknowledging new voters at Town Meeting without calling attention to the actual individuals.

#### **10. Childcare at Town Meeting**

Last year there was more interest in child care than space to accept children so at least one family couldn't be accommodated. A second issue from last year was that there is room for improvement with regard to the experience level of the caregivers and the facilities. Susan suggested contacting Community Connections about possible assistance. The Methodist Church is willing to host childcare again this year.

Next meeting: October 19, 2004, at 7:00 pm at the Town Office.

Meeting adjourned at 8:30.

Minutes recorded by Dave Shepard



**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
October 19, 2004**

Present: Susan Clark, Tim Murphy, Nancy Reilly, Dave Shepard

**1. Minutes of September 30, 2004 Meeting**

A motion to approve minutes of the September 30, 2004, Town Meeting Solutions Committee (TMSC) meeting was made by Nancy and seconded by Tim. The minutes were approved.

**2. Town Meeting Recommendations**

Susan informed the committee that she will be attending the Select Board meeting on November 9, 2004, to discuss recommendations for Town Meeting derived from the questionnaire distributed at the 2004 Town Meeting. Any interested committee members are welcome to join Susan. After the meeting with the Select Board, the recommendations can likely be made available to the residents of Middlesex, probably through the Middlesex Monthly.

**3. Town Website**

The TMSC was happy to learn from Tim that it is unlikely that he will be away for any lengthy time period on National Guard duty so there isn't likely a need to find an interim webmaster for the Town website.

**4. Middlesex Operator's Manual Contact List Update**

June Lakin has indicated that it will be ok for the TMSC to have a table at the Town Hall on election day so that the contact list update can be made available to voters. Nancy suggested that we have cookies or muffins available and set up a donation jar to help cover the cost of printing the contact list update. It was agreed this was a good idea and Susan, Dave and Nancy offered to make food items. Other options for distribution of the update include: the Middlesex Monthly and the Town Report. June has said it would be ok to include the update information in the Town Report.

**5. Town Meeting Preparation**

Susan asked about the letter of welcome to new Middlesex voters that she and Nancy did last year. There was agreement to do this again this year; this time TMSC will check with the Select Board about the letter coming from the Board. We will also ask if the Select Board would be willing to pay the postage this year.

Susan suggested that some of the articles from the Middlesex Operator's Manual that are pertinent to Town Meeting could be reprinted as articles in the Monthly. There was also discussion about holding neighborhood meetings again this year prior to Town Meeting.

Susan indicated the Select Board may ask the TMSC to assist with drafting a letter for the non-profits that make requests for monetary support from the voters at Town Meeting.

Regarding the issue of technology to allow participation at Town Meeting from a remote location, it was agreed that working on a phone connection as a first step makes sense and the TMSC could seek help from interested residents with this specific issue. Tim is willing to work with Greg Whitchurch to see if something could be set up for this Town Meeting.

Susan noted the Office of the Secretary of State has curriculum related to Town Meeting. This is a topic that could potentially be explored with Rumney School.

Dave suggested a brief note in the Middlesex Monthly prior to Town Meeting explaining how to become registered to vote.

The next meeting of the TMSC will be November 16 at 7:00 pm at the Town Office.

The meeting was adjourned at 8:28 pm.

Minutes recorded by Dave Shepard

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**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
November 11, 2004**

Present: Kelly Ault, Susan Clark, Dana Hudson, Ron Krauth,  
Tim Murphy, Nancy Reilly, Dave Shepard

**1. Minutes of October 19, 2004 Meeting**

Minutes of the October 19, 2004, Town Meeting Solutions  
Committee (TMSC) meeting were reviewed and approved.

**2. Election Day Feedback**

Committee members agreed that there was generally positive  
response from voters on election day to the updates to the  
contact list for the Middlesex Operator's Manual that were  
handed out by TMSC members.

**3. Town Meeting Recommendations Discussion with Select  
Board**

Susan attended a recent Select Board meeting to discuss the  
TMSC's recommendations for Town Meeting based in part on  
the responses to surveys handed out to voters at Town  
Meeting last year.

**5. Funding requests from non-profits:**

The Select Board has asked the TMSC to work with Karen  
Greenwood, the assistant to the Select Board, on developing  
a listing of what information the non-profits who seek  
funding from the town need to include in a letter that will  
be printed in the Town Report. Susan will work on this and  
any other members who are interested are welcome to  
participate.

- **Timing of Town Meeting:**

Given the increasing length of Town Meeting in the recent  
years, the Select Board would like to explore starting at  
4:30 rather than 5:00 but still hold the budget discussion  
at 5:15 as in past years.

- **Town Report Dedication:**

The Select Board would like the TMSC to solicit input on  
who this year's Town Report should be dedicated to.

- **Impact of ballot items on taxes:**

The Select Board is willing to work on an example of how  
much monetary ballot items will add to taxes as an amount  
per \$100,000 of assessed value.

- **Photo Contest for cover of Town Report:**

The Select Board was supportive of this idea; TMSC will  
need to coordinate with June Lakin.

- **Inclusion of contact list in Town Report:**

The contact list from the Middlesex Operator's Manual can be included in the Town Report for any contacts not already listed.

- Moderator:

In consideration of the issue of having a Select Board member also be moderator of Town Meeting Peter Hood indicated he is willing to have someone else assume the post of moderator. It was agreed if Peter were to step down the town should seek someone with the right skills for the job and make for a smooth transition. Another option would be for Peter to act only as moderator for this meeting and the other Select Board members would need to present information on ballot items and answer questions from the perspective of the Select Board.

- Child care during Town Meeting:

Nancy has spoken with Liz Scharf about possible caregivers. One option might be to have a playgroup during Town Meeting at Rumney School. Various possible locations to provide childcare were mentioned: The Settlement Farm, NYNEX, the State Police barracks, a private school across the river in Moretown, Middlesex Playcare and Camp Meade. Liability could be an issue at some of these locations. Kelly proposed that if childcare were provided at Rumney School any money raised should go to the school. Dave mentioned Rumney School is offering certification for child sitting through Community Connections and this might be a source of caregivers.

**Middlesex Town Meeting Solutions Committee  
Meeting Minutes  
December 14, 2004**

Present: Susan Clark, Tim Murphy, Nancy Reilly, Dave Shepard,  
Barb Whitchurch, Greg Whitchurch

**1. Minutes of December 14, 2004 Meeting**

Greg moved approval of the minutes of the December 14, 2004, Town Meeting Solutions Committee (TMSC) meeting, second by Nancy. The minutes were approved.

**2. Living Room Meetings**

Greg and Barb have contacted seven individuals that expressed interest in attending an informal meeting prior to Town Meeting. The date chosen for this meeting is Tuesday, February 22 at 7:00 at Susan's house.

**3. Childcare During Town Meeting**

Nancy reported she has the names of a couple of teenagers interested in helping with providing childcare at Rumney School during Town Meeting. There is some question as to whether the caregivers will be paid. Community Connections will be helping set up the childcare and will need to receive some income. Susan said it needs to be clear to the potential caregivers that donations will be requested with the intent that money raised would be used for some cause, such as a class trip, but that there will not be payment for individual caregivers.

**4. New Vote Letter**

The letter sent to new Middlesex voters last year was reviewed and committee members agreed it looked fine to use for this years letter with a few minor updates.

**5. TMSC Annual Report**

Susan presented for review a copy of the annual report of the TMSC to be printed in the Town Report. Committee members approved the report as drafted.

**6. Information from Non-Profits for Town Report**

Susan reported that on January 24 she will be reviewing the funding requests from non-profits for Middlesex for the 2005 Town Meeting. If any are lacking the necessary information about what they do, Susan will call them to request that they send it in for inclusion in the Town Report.

**7. Middlesex Monthly**

The next issue will have several Town Meeting related items. There will be publicity about childcare, the cleaning of Town Hall prior to Town Meeting and a reprint of "How and Why to Read Your Town Report" from the Middlesex Operators Manual.

**8. Attendance at 2005 Town Meeting**

TMSC will take a count of the number of people attending Town Meeting this year.

**9. Participation in Town Meeting from Remote Locations**

Susan reported that Secretary of State Deb Markowitz has spoken briefly with Adjutant General Martha Rainville about this issue but the discussion was not completed as other items came up. Ms. Markowitz indicated the Office of the Secretary of State would need a memo, proposing what would be done by way of attending Town Meeting from a remote location, to react to. She did think the process might be legal now without need for changes to statute or town charters. Given the time remaining until Town Meeting 2005 and the number of issues the National Guard is dealing with it would be difficult to work with the Guard to carry off a demonstration project this year. This type of project would be more realistic for 2006.

**10. Next Meeting**

The next meeting of the TMSC will be held on February 17, 2005, at 7:00 pm at the Town Hall.

Minutes Recorded by Dave Shepard

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