

Town Meeting Day Committee

SPECIAL PRE-PRE TOWN MEETING MEETING

February 26, 2024, Danville Town Hall

Attending: Tom Ziobrowski, Glenn Herrin, Alice Kitchel, Clayton Cargill, Alison Despathy

The meeting opened at 6:05 pm. Clayton moved to approve the minutes, and Tom agreed, with the caveat that Alison L will fix the spelling of Doug's last name. Alice seconded the motion. All voted in favor.

Glenn made the Town Meeting presentation.

Tom reminded us that we need to announce the TMD presentation as part of the order of the day.

Attendees will be given a break. We'll give them 5 to 10 minutes and then come back for the presentation.

We reviewed handouts.

Who is staffing the TMD table? Alison D. and Alice K. and others are free to help as is feasible! Can we get extra copies in Littleton – handout, the survey?

We all start by introducing ourselves and then make the presentation.

Alison L to send Alison D the paper copy of the survey in .pdf. (Post meeting note: It turned out that Audrey's printer can handle all kinds of stuff – it does the tax bills.)

Alice is all set with the meal. Library is trying to defray the cost of the cole slaw. We can also offer them the coffee money to help cover the cost of cole slaw. Clayton has a new coffee maker.

We are setting up tables on Monday and we are in good shape. Clayton can help. Tom is willing to help as well. We need 13 tables. Clayton will know for sure on Monday!

Tech items. Clayton has a ticket open, and they'll be setting up Monday afternoon. Clayton will be sending Tom as text. Nolan will need to practice the invocation with Tom prior to TMD. About 2:30-ish is the time that the tables will arrive. Mics, amplifier, projector are at the school.

We will keep a running slide show of the agenda items as we go. We should find someone who isn't already busy to run the slide show. This person would need to be able to make changes to the slides if there are changes from the floor! Audrey would be very good at this. Alison L to ask Audrey. (Post meeting note: Audrey is doing TMD minutes in Wendy's absence.)

Coffee station will be out in the hall.

There are four babysitters.

The flags will be set up in advance.

Town Meeting orientation. Tom is giving it. It will be in the cafeteria. The orientation needs to be promoted on FPF. If there is no turnout, or small turnout. All the SB and Schoolboard members can be at the orientation, so there will be an audience. (Post meeting note: We can't be in the cafeteria because the Library and KP are getting dinner ready. It will be a different space. Last minute signage?)

Name signs for people. Will ask Audrey to do those too. We are at the school at 8:15 – 8:30 on the day of.

2:30 is optional the day before.

Babysitters should arrive at 9:30.

Maybe consider mock town meetings at school?

We discussed the draft about relevant issues for TMD, it's not our call to determine what is relevant. There is also a lot of stuff that we've already put out. Ideally this kind of information should be covered by the media.

On the 6th, we shall dissolve the ad hoc committee and return to our original mission at hand.

Glenn made a motion to adjourn. Clayton seconded the meeting adjourned at 6:45.

Respectfully submitted,

Alison Low