

**Minutes  
Master Plan Working Group  
11/16/17**

**Attending: Meryl Mandell - Chair, Allen Hanson, Michele Cunningham, Jeff Lacy, Mary Anne Antonellis, Tim Logan - Absent Mike Vinskey – Visitors: Michael Di Chiara and Susie Mosher**

- **Minutes approved from 11/1/17 as submitted.**
- **Susie Mosher, Town Clerk, gave our group an overview of the Open Meeting Law guidelines with a focus in particular on acceptable and non-acceptable e-mail communication. Susie noted that the certification process, which she learned more about on 11/15/17, is more rigorous than previously understood. All members of town boards and committees need to give Susie a signed statement (given to us at the meeting) saying we have received, or read on line from the Town Clerk Webpage, the documents she distributed today, and that we've read and understand the law. Individuals can list all town bodies in which they are members on the form. Forms are also available on the Town Clerk website page. Susie distributed hard copies of the three guides and the familiar "yellow sheet". We had a brief discussion of pages three and four of the Open Meeting Law Guide and the meaning of serial editing and making changes to documents via e-mail. Submitting an entirely new document via e-mail rather than editing an existing document, and waiting until the meeting to discuss, is in the Spirit of the law since making changes could be conceived as deliberation and/or giving an opinion. Susie also advised adding to the document a caveat that says, "Do not discuss this document until our next meeting." Individuals can contact the State Attorney General's Office with any questions about the law. There will be a Webinar on Dec. 14<sup>th</sup> to serve as a training on the Open Meeting Law Guide. Susie will send us the information about the details of the webinar. Groups can request a training, as well.**
- **Findings on the issue of submitting a minority report sent to Meryl from Becky Torres. Below is our understanding of the process. When we go to the Select Board the majority report will be presented by the MPWG Chair, Meryl Mandell. Members who wish to submit a minority report can then request to be heard. A Select Board member can object before hearing and if the objection carries, they will not hear the report. If no objection is made, or the objection doesn't carry, the Select Board will hear the report and if so moved and seconded, vote on whether or not to substitute the minority report for the majority report since only one report may be accepted.**
- **Low hanging Fruit topic discussion. The group reviewed, discussed and edited the document. Mary Anne made a motion to accept the document with the edits made and discussed. Motion was seconded and the edited document was approved unanimously.**
- **Meryl requested that as many members as possible attend the Select Board Meeting at 7:30 on 11/28/17 to support her presentation of the MPWG documents that summarize the visioning process conducted during the past year.**
- **Michele will submit the Minutes from 11/1/17 to Susie for posting.**

**Minutes respectfully submitted by Michele Cunningham.**