

**REPRESENTATIVE TOWN MEETING COORDINATING COMMITTEE**  
**March 6, 2007**

Present: Charles Mottinger (1), Joyce Girard (1), Richard Peterson (2), Walter St. Lawrence (2), Catherine Shuman (3), Dom Pomes (4), Ginny Betts (4), Jay Maslen (6), Chuck Beale (9), Tom Richards (9)

**Minutes:** Minutes of Nov. 7, 2006 approved with corrections. Minutes of February 6, 2007 approved.

**Meeting with Town Officials and Boards:** C. Mottinger will attempt to set up a meeting for March 20, 2007 with Selectmen, Finance Comm. and Town Administrator to discuss books, budgets, free cash, new employees.

**Town Meeting Positioning Review:** W. St. Lawrence coordinated meeting with North TV to reposition people and cameras for optimum accessibility at Town Meeting. Moderator attended meeting and also approved new configuration. R. Peterson passed out schematic of new design. North TV will test to see if projector and screen will work adequately. Mikes will have to be turned off when not in use to prevent feedback. Town officials will need to be notified of new seating arrangement.

**RTM Member Orientation:** Orientation will be held at the Police Station on April 10 at 7 PM. Advertising will be on local TV and articles in local newspapers. G. Betts will contact Free Press and C. Beale will contact Sun Chronicle. C. Beale will post on RTM website. Materials to be printed and handed out will be RTM handbook, Citizen's Guide to RTM, useful web links, RTM membership list. Motion passed that we have 200 copies printed. (RTM Coor. Comm. is looking for permanent storage space in Town Hall.)

Charles Mottinger and Richard Peterson will coordinate orientation. They will discuss handbook, FAQ's and hold a question and answer session.

**Survey:** A survey will be posted on web site. A handout will also be done for Town Meeting caucus with web site information.

At next meeting we will discuss survey and meeting minutes by-law.

Meeting adjourned at 8:52 PM.