

**RECEIVED**

By City Clerk at 11:58 am, Jan 15, 2021



City Council  
**Chairmen's Meeting**

Tuesday, January 19, 2021  
6:45 pm

The City Council will hold this meeting as a virtual Zoom meeting on Tuesday, January 19, 2021 at 6:45 pm. To view this meeting use this link at the above date and time:

<https://us02web.zoom.us/j/87078865298>

One tap mobile

+16465588656,,87078865298# US (New York)

Dial in

+1 646 558 8656 US (New York) Meeting ID: 870 7886 5298

**Agenda:**

1. Process we use working with Administration on items they docket: David Olson to describe how it is working?
2. Building a database of docket item materials: see attached field definition. Information needed: When you go to the Friday Packet Archives - what are you searching for?
3. Sending items to the full Council subject to second call - how does it work? Could it work better?
4. Process to make sure all materials are ready for Monday night council meeting; check with Committee Clerk, do we need a rule re: materials must be available by Friday or the item must be postponed at the full Council?
5. Update on Clerk search: related: Chairs should develop a statement on expectations for Committee Clerks to help new Clerk.
6. If you are aware that something will be controversial let the president know about it and why it is controversial.
7. Chairs role in running a meeting: keeping on topic? Keeping tone respectful. Discussion.
8. Other topics from the floor.

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.