

Town Meeting Study Committee (TMSC) SOTT Breakout Session Agenda (DRAFT)

- Welcome and Introduction - Andrew
- TMSC Charge & Timeline – Sarah (slides 3-5)
- Quick facts on Town Meeting participation – Andrew (slides 6-12)
- Public Outreach Approach – Andrew (slide 13)
- Feedback received to date – Ben (slide 14)
- Participant Feedback - Ben (slide 15)

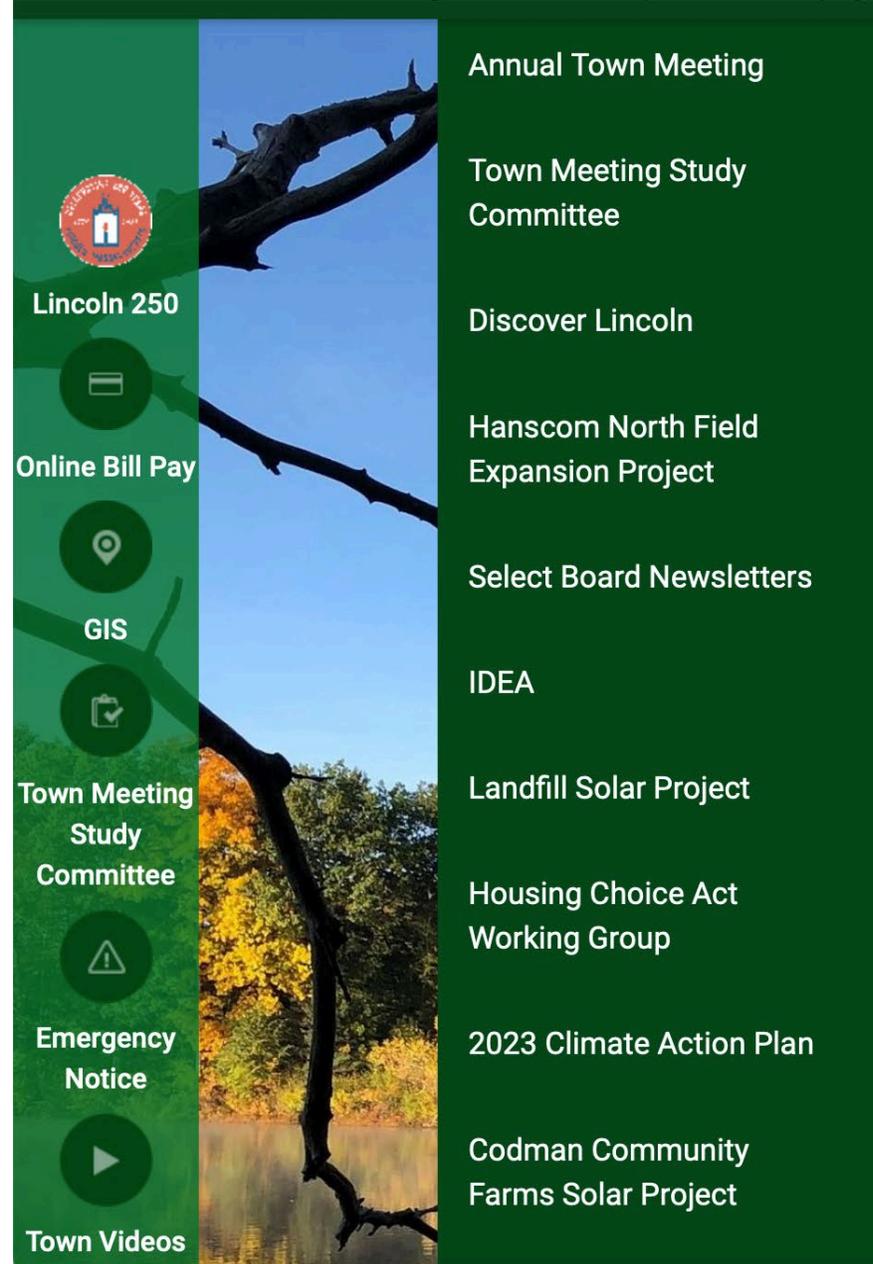
Town Meeting Study Committee Members

- Ariane Liazos
- Jennifer Morris-Gundy
- Kenny Mitchell
- Taylor Oritz
- Andrew Pang
- Ben Shiller
- Andy Wang
- Sarah Cannon Holden – Town Moderator
- Jim Hutchinson – Select Board Representative
- Tim Higgins – Town Administrator, Ex-officio Member

TMSC Charge & Timeline

- Conduct a thorough study of current Town Meeting processes and procedures, including those leading up to Town Meeting
- Learn from the experience and best practices of other communities and municipal experts
- Review Lincoln voter participation data versus neighboring towns
- Provide multiple opportunities for input from a broad cross section of Town residents
- Determine what's working well and identify areas for improvement
- Prepare a report for the Select Board and Moderator.
 - Preliminary report: March 29, 2025
 - Final report: October 2025
 - Final report to residents: November/December 2025 at SOTT meeting

Where to find the latest information? Town Website!



- Lincoln 250
- Online Bill Pay
- GIS
- Town Meeting Study Committee
- Emergency Notice
- Town Videos

Annual Town Meeting

Town Meeting Study Committee

Discover Lincoln

Hanscom North Field Expansion Project

Select Board Newsletters

IDEA

Landfill Solar Project

Housing Choice Act Working Group

2023 Climate Action Plan

Codman Community Farms Solar Project

Home > Government > Select Board > Town Meeting Study Committee

Town Meeting Study Committee

[Open Meeting & Public Records Primer](#)

[Lincoln Voter Participation Survey](#)

[Committee Charge](#)

[Kick-off Session Feedback](#)

[Meeting Minutes - *Coming Soon*](#)

[Meeting Schedule, Agendas, Zoom Links](#)

9/16/2024 "Let's Talk About Town Meeting!" Kick-off Forums:

[Town Meeting Study Committee Kick-Off Postcard](#)



Contact Us

How to Contact the Committee:

TMSC@lincolntown.org

At-Large Members

Jennifer Gundy
Ariane Liazos
Kenny Mitchell
Taylor Ortiz
Andrew Pang
Ben Shiller
Andy Wang

Town Moderator

Sarah Cannon-Holden

Select Board Representative

Jim Hutchinson

Town Administrator

Tim Higgins



Where to find the latest information?

How to contact us?

TMSC@lincolntown.org

Library of Materials:

- [*Town of Lincoln's Town Meeting Bylaw*](#)
- [*Town Moderator's Primer*](#)
- [*Lincoln Comprehensive Plan 2009 - Governance Chapter*](#)
- [*Moderator's Association: Working Group Report*](#)
- [*Moderator's Association: Best Practices*](#)
- [*Moderator's Association: Information Guides*](#)

- **Studies from Other Towns**
 - [*Andover*](#)
 - [*Wayland*](#)
 - [*Weston*](#)
 - [*Acton-Area League of Women Voters Study*](#)

- **Related Select Board Newsletters**
 - [*October 21, 2024*](#)
 - [*June 3, 2024*](#)
 - [*March 4, 2024*](#)
 - [*January 8, 2024*](#)
 - [*September 1, 2023*](#)

Updated 10/24/24

Clicker Voting Instructions

- No "on" or "off" button - hit any of the buttons to wake up the clicker
- Clicker will automatically “sleep” if you haven't touched a button for a while
- For voting, press the button of your choice
- If you change your mind while voting is still open, just hit the new button you prefer
- Only the last button you press before voting is closed will actually be recorded as your vote
- Your vote is the number on your screen, which shows which choice you made last

**Put picture of
clicker here**

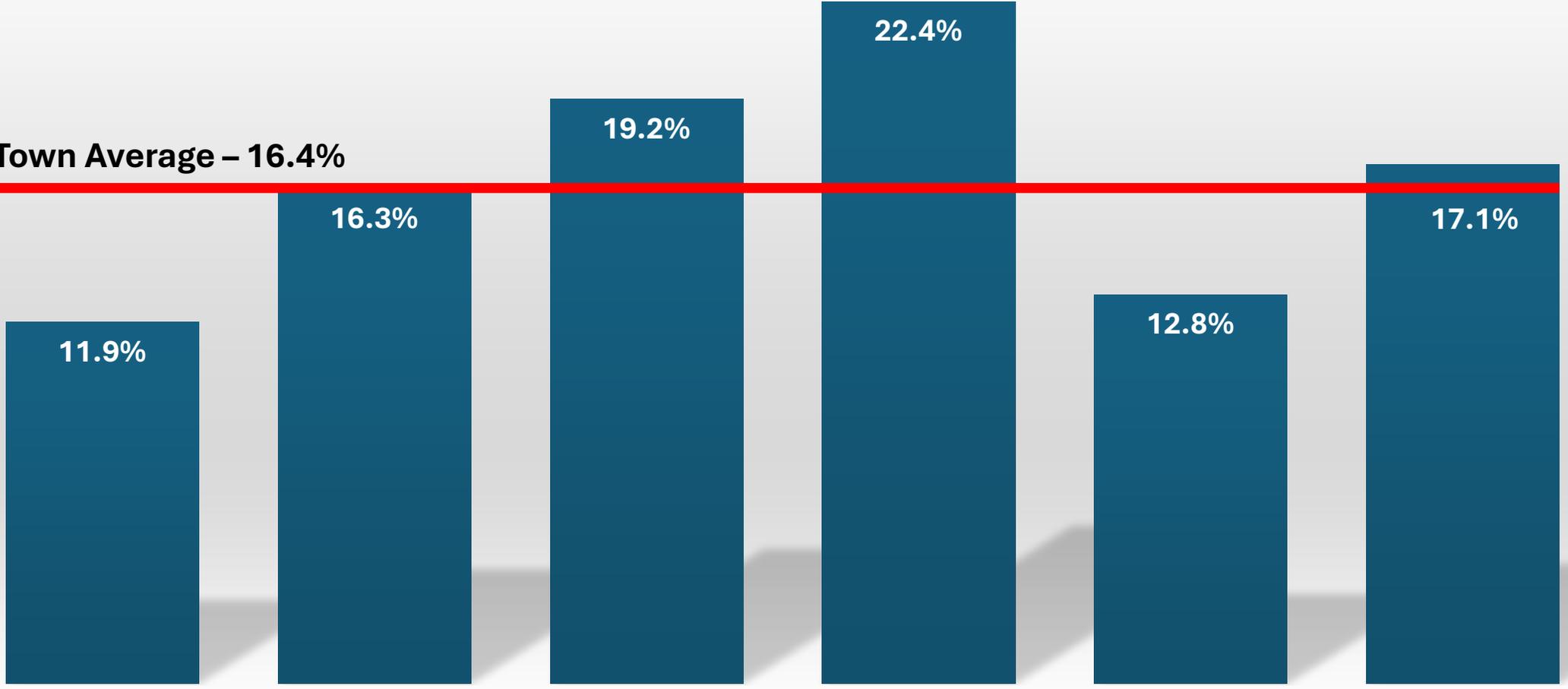
Which town had the highest average percentage of registered voters show up AT THE POLLS over the last ten years?

1. Bedford
2. Concord
3. Sudbury
4. Wayland
5. Weston
6. Lincoln

10 Year Average Town Voting Participation

25.0%
20.0%
15.0%
10.0%
5.0%
0.0%

5 Town Average – 16.4%

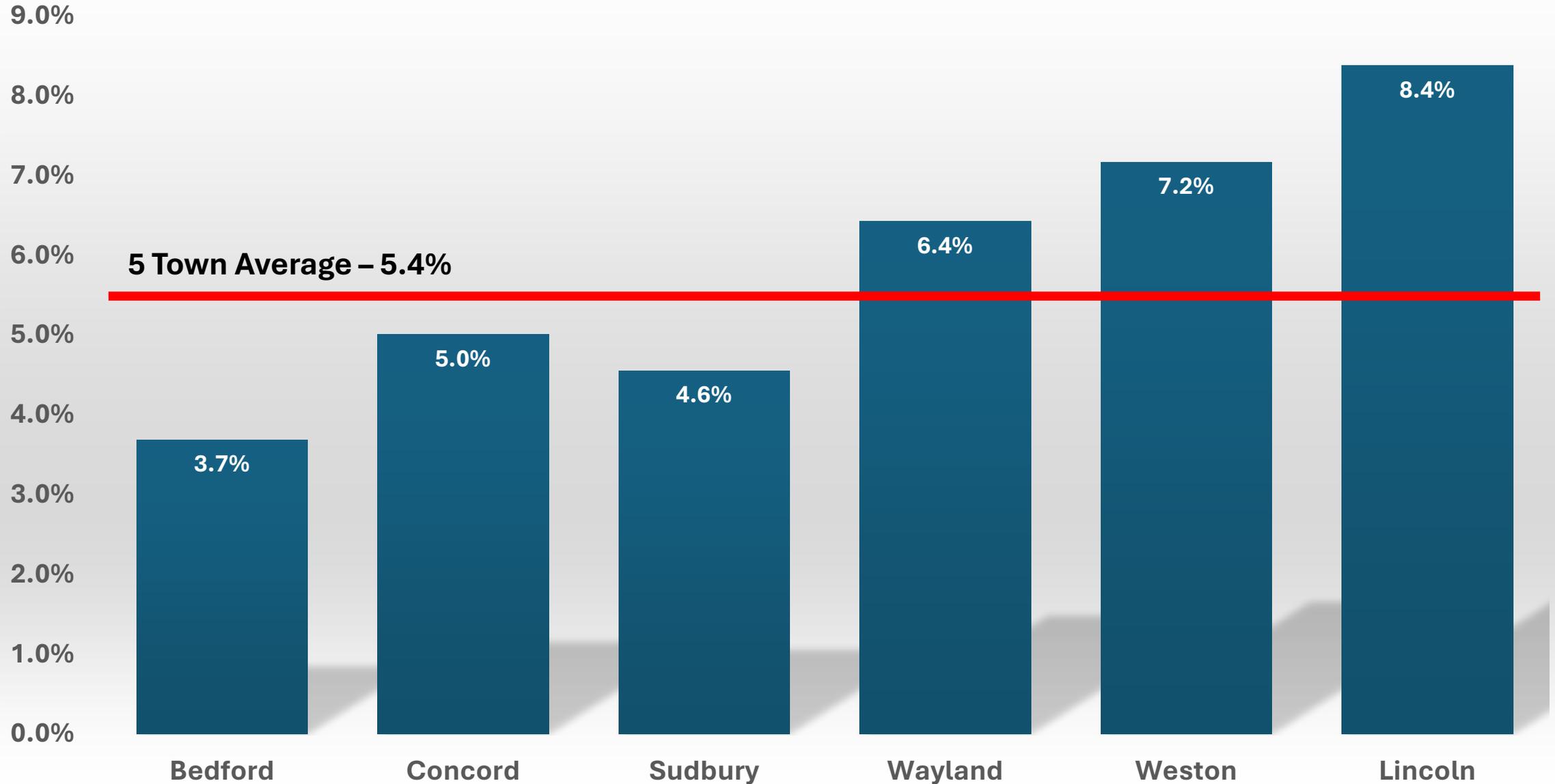


Bedford **Concord** **Sudbury** **Wayland** **Weston** **Lincoln**

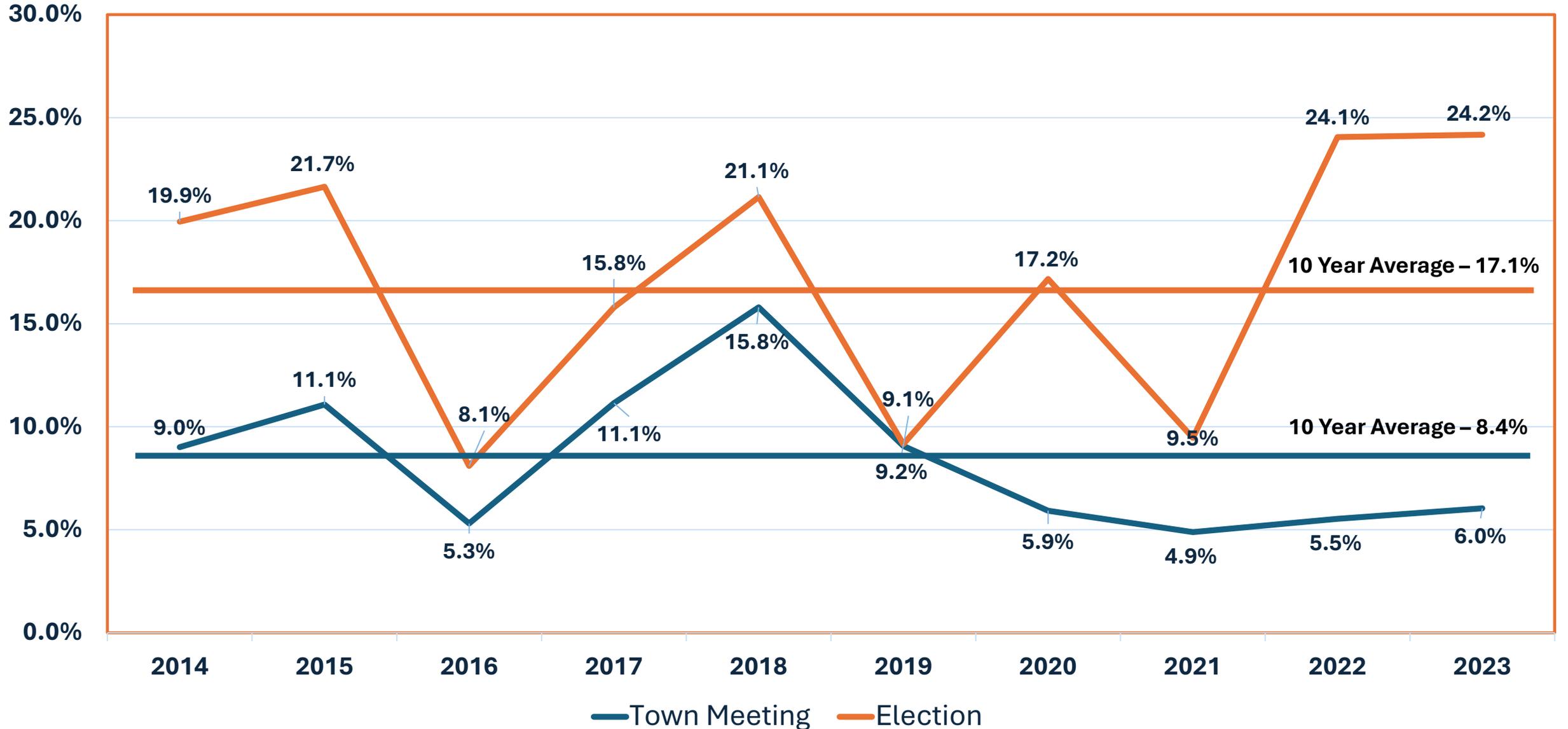
Which town had the highest average percentage of registered voters show up at Town Meeting over the last ten years?

1. Bedford
2. Concord
3. Sudbury
4. Wayland
5. Weston
6. Lincoln

10 Year Average Town Meeting Participation



Town of Lincoln Annual Participation %



What causes the spikes in participation?

1. Girl Scouts sold cookies at those meetings
2. Twisted Tree offered lunch
3. Weather cooperated
4. Kids' sporting events canceled
5. Expensive capital projects or zoning changes on the agenda

Public Outreach & Engagement Plan

- Make effective use of regular Town Meeting Study Committee (TMSC) meetings
- Dedicated e-mail for public comments: TMSC@lincolntown.org
- Keep TMSC dedicated webpage updated and well organized
- December 7th State of the Town Meeting (SOTT)
- Periodic updates on Lincolntalk, Squirrel, Town website, Select Board Newsletter, and various e-mail lists (COA, PTO, Social Service Providers, PRD, others)
- Periodic Select Board updates
- Town-wide survey (with support from outside consultant)
- March 29, 2025 Annual Town Meeting update
- Periodic public forums

Feedback from Session and Padlets

1. Electronic Voting and Anonymity:

- Many participants emphasized the need for electronic voting (clickers) to make the process more efficient and to allow for anonymous voting, which would help reduce social pressure and ensure that people vote their true viewpoints. Others wished to preserve the transparency of public voting.

2. Inclusivity and Accessibility:

- There were numerous calls to make Town Meetings more accessible to people with families, those with mobility issues, and those who cannot attend in person. Suggestions included providing childcare, transportation, and remote participation options. Others valued in-person participation.

3. Transparency and Fairness:

- Participants stressed the need for transparency in the process, including clear guidelines for presentations, allowing dissenting voices to be heard, and ensuring that all viewpoints are given equal time and consideration.

4. Improving Meeting Efficiency:

- Suggestions to improve the efficiency of Town Meetings included splitting the meeting into separate sessions for discussion and voting, reducing the length of meetings, and better managing the time for speakers. Others preferred the tradition of one meeting and the opportunities to build community.

5. Civility and Respect:

- There were concerns about the tone and conduct of discussions at Town Meetings, with calls for a code of conduct to ensure respectful and productive dialogue.

Participant Feedback – We want to hear from you!

- 2 Minutes - what is on your mind?
 - What is working well?
 - What can be improved?
 - Things you think we should include in our work?
- Write points on stickies and place them on the wall on your way out
- Email us: TMSC@lincolntown.org