

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

- Welcome and Introduction – Andrew; 1 minute
- TMSC Charge & Timeline – Sarah (slides 3-5); 3 minutes
- Town Meeting participation – Andrew (slides 6-12); 6 minutes
- Public Outreach Approach – Andrew (slide 13); 1 minute
- Feedback received to date – Ben (slide 14); 3 minutes
- Participant Feedback - Ben (slide 15); 1 minute intro; 29 minutes feedback; 1 minute wrap-up and thank you

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
- Educate residents on how the system currently works
- Learn from the experience and best practices of other communities and municipal experts
- Review Lincoln voter participation data versus neighboring towns
- Seek Town resident input, including a Town-wide survey
- Determine what's working well and identify recommendations
- Prepare a report for the Select Board and Moderator
 - Preliminary report: March 29, 2025
 - Final report: October 2025
 - Report to residents: November/December 2025 at SOTT meeting

Our Challenges

- Obtaining resident participation/feedback in public forums and survey
- Stay within the boundaries of our charge
- Constraints of current State law
- Navigating conflicting input from residents

Where to find the latest information? Town Website!

The image shows a screenshot of the Lincoln 250 Town Website. On the left is a dark green navigation sidebar with several menu items. A red arrow points from the top of the page to the 'Town Meeting Study Committee' link in the sidebar, which is highlighted with a red box. The main content area is white and displays the breadcrumb trail 'Home > Government > Select Board > Town Meeting Study Committee'. Below this is the title 'Town Meeting Study Committee' and a link for 'Meeting Schedule, Agendas, Zoom Links'. Underneath is the 'Meeting Minutes' section for '11/07/24', followed by a dashed line and several other links: 'State of the Town Meeting Presentation', 'Open Meeting & Public Records Primer', 'Lincoln Voter Participation Survey', 'Committee Charge', and 'Kick-off Session Feedback'. At the bottom of the main content area is the text '9/16/2024 "Let's Talk About Town Meeting!" Kick-off Forums:' and a link for 'Town Meeting Study Committee Kick-Off Postcard'. On the right side of the page is a 'Contact Us' section with the text 'How to Contact the Committee:', the email address 'TMSC@lincolntown.org', and a list of 'At-Large Members' including Jennifer Gundy, Ariane Liazos, Kenny Mitchell, Taylor Ortiz, Andrew Pang, Ben Shiller, and Andy Wang. Below this is the 'Town Moderator' Sarah Cannon-Holden and the 'Select Board Representative' Jim Hutchinson. At the bottom right is the 'Town Administrator' Tim Higgins. A partial view of the town seal is visible in the bottom right corner.

Lincoln 250

Online Bill Pay

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

Home > Government > Select Board > Town Meeting Study Committee

Town Meeting Study Committee

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

Meeting Minutes:

[11/07/24](#)

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[State of the Town Meeting Presentation](#)

[Open Meeting & Public Records Primer](#)

[Lincoln Voter Participation Survey](#)

[Committee Charge](#)

[Kick-off Session Feedback](#)

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

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Where to find the latest information? Town Website!

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 11/25/24

Clicker Voting Instructions

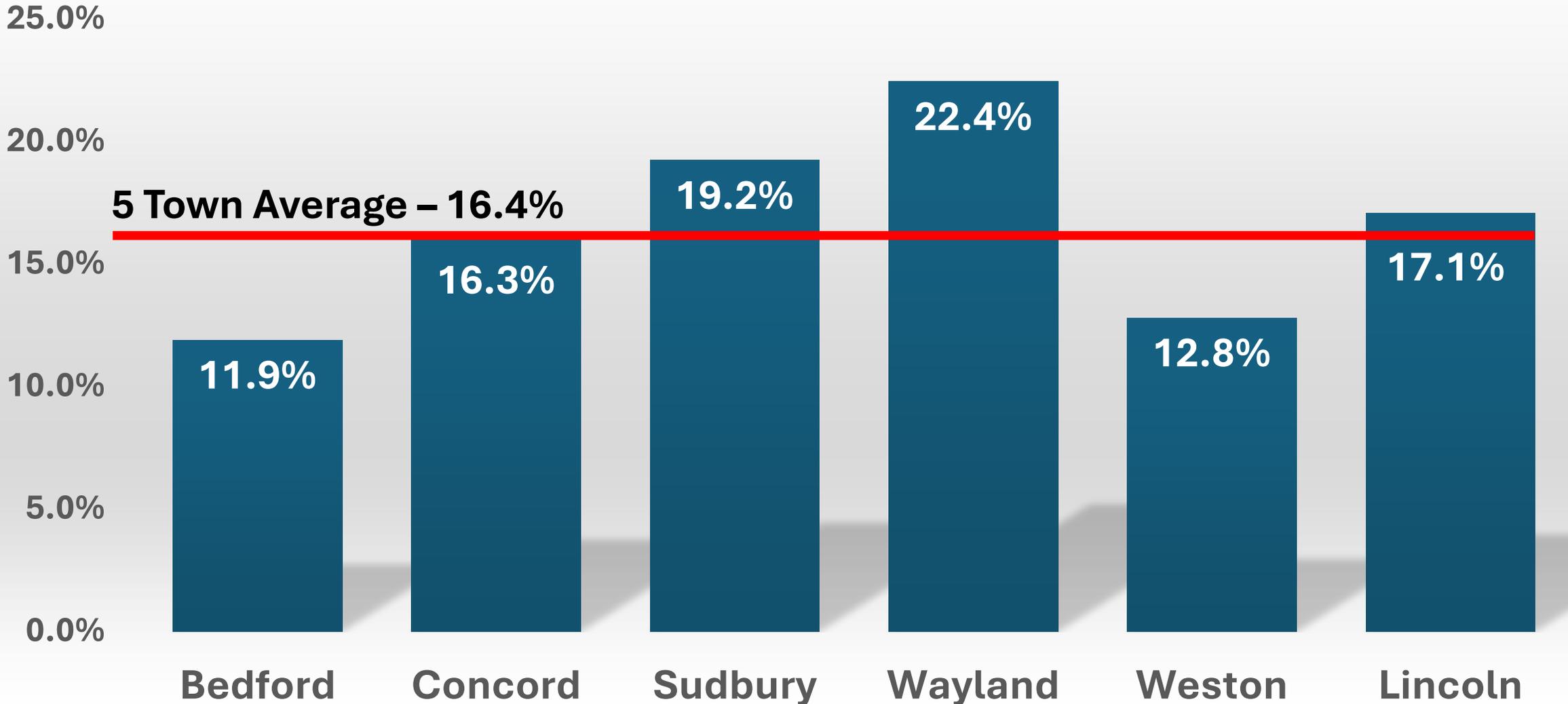
- No "on" or "off" button - hit any of the buttons to wake up the clicker
- Clicker will automatically “sleep” if you haven't touched a button for a while
- For voting, press the button of your choice
- If you change your mind while voting is still open, just hit the new button you prefer
- Only the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



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

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

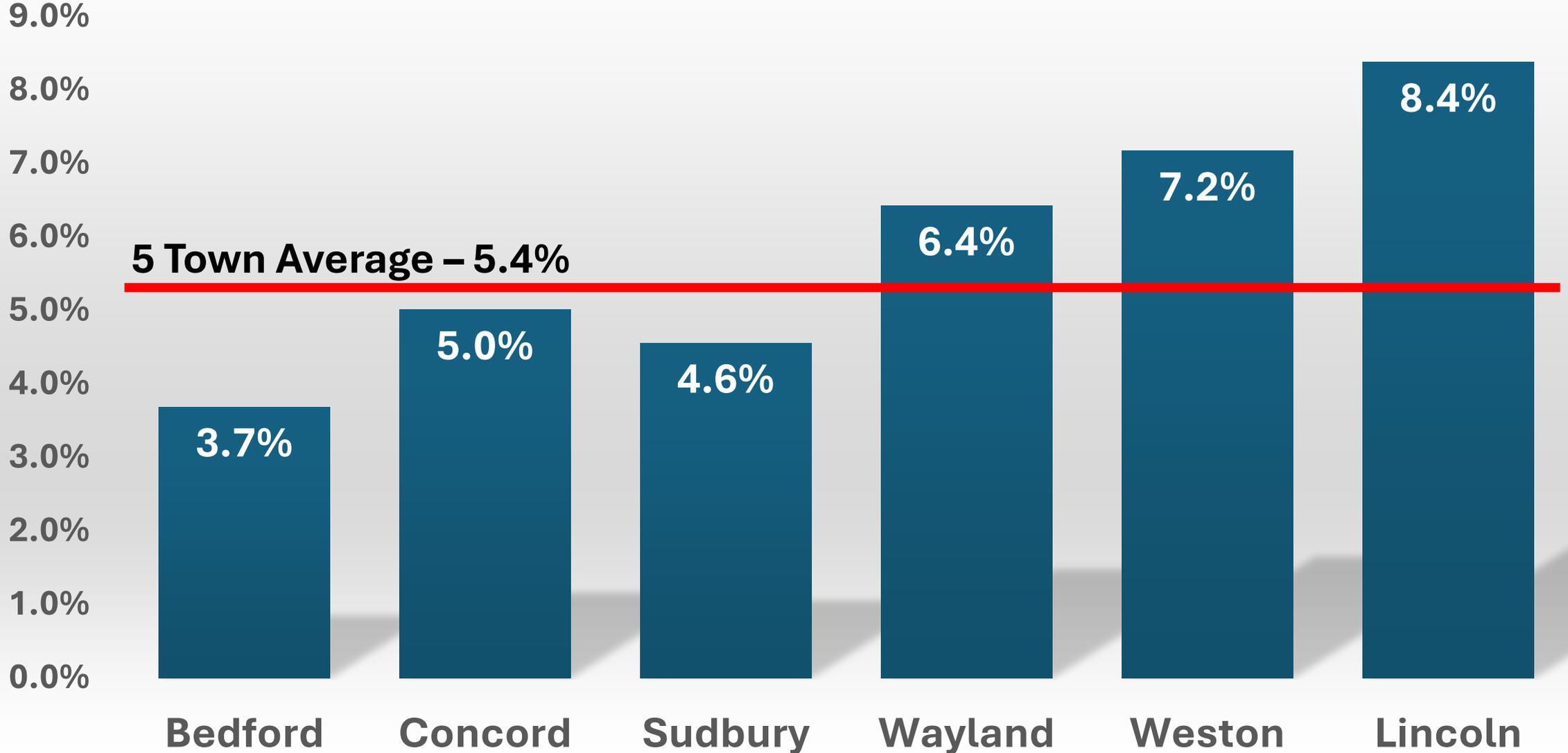
Town Voting Participation 10 Year Average (2014-2023)



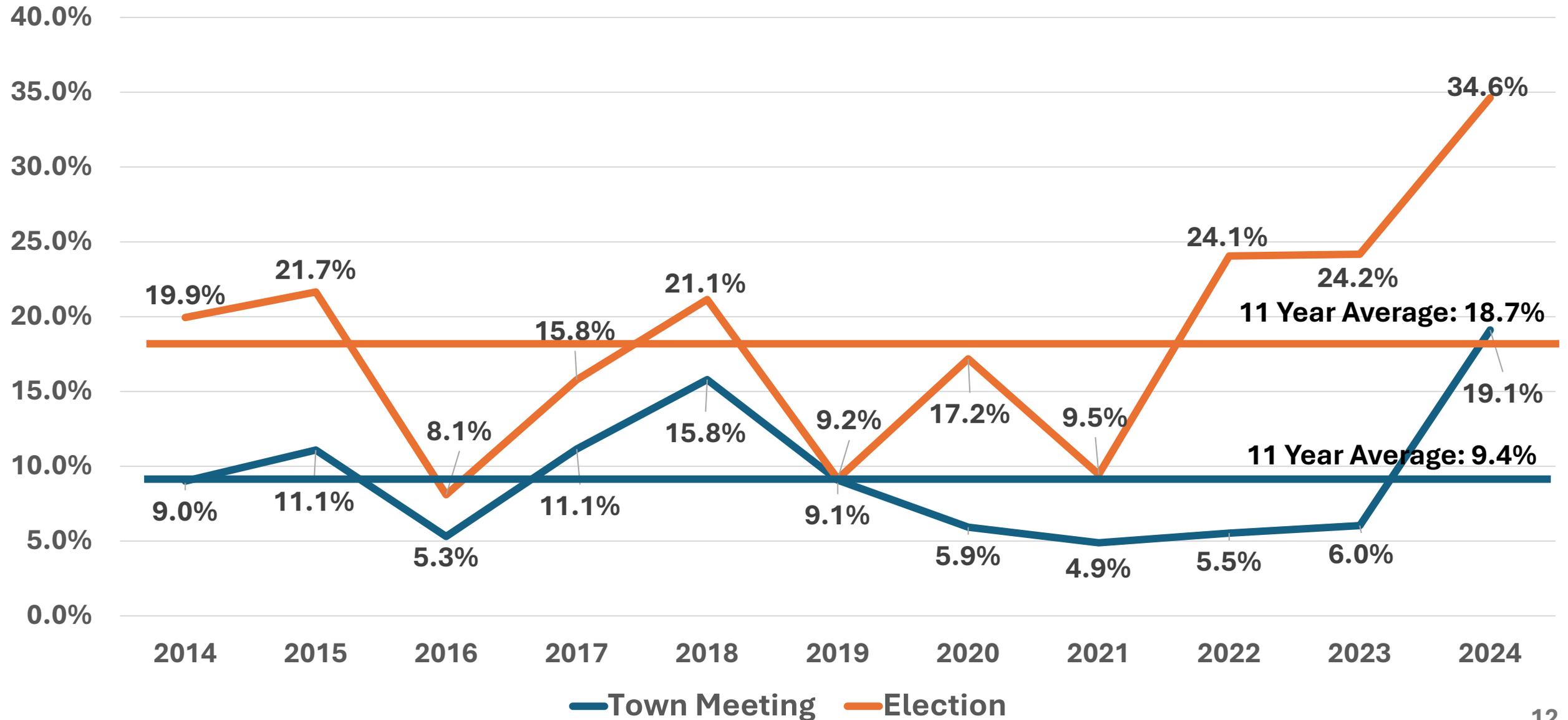
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Town Meeting Participation 10 Year Average (2014-2023)



Town of Lincoln Annual Participation %



What causes the spikes in participation? (Can skip this question if short on time and explain/voice over spikes on prior slide)

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

- Attend the Town Meeting Study Committee (TMSC) meetings
- Dedicated e-mail for public comments: TMSC@lincolntown.org
- TMSC dedicated webpage
- Periodic updates on communication channels throughout Town
- Periodic Select Board updates
- Town-wide survey (outside consultant) & occasional public forums
- March 29, 2025 Annual Town Meeting update

Feedback from Kick-off Forum (9/16/24) & Padlets

Electronic Voting

- Many participants emphasized the need for electronic voting (clickers) to make the process more efficient
- Many advocated 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 - "stand and be counted"

Feedback from Kick-off Forum (9/16/24) & Padlets

Inclusivity and Accessibility

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

Feedback from Kick-off Forum (9/16/24) & Padlets

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
- Some expressed a desire to explore a conflict of interest policy (financial, other)

Feedback from Kick-off Forum (9/16/24) & Padlets

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

Feedback from Kick-off Forum (9/16/24) & Padlets

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!

- What is on your mind?
 - What is working well?
 - How can Town Meeting be improved?
 - Questions about the work of the Committee?
 - Things you think we should include in our work?
- Write comments on handout and turn in on your way out
- Email us: TMSC@lincolntown.org

Slides with additional clicker questions, if time allows or to break up the action??