

TOWN MEETING STUDY COMMITTEE
State of the Town Meeting Presentation Working Group Meeting

MEETING MINUTES - Final
Hybrid Format
Thursday, November 26, 2024, 8:30 a.m.

Members Present: Jennfer Morris-Gundy; Kenny Mitchell (TMSC Chair); Andrew Pang (TMSC Vice-chair); Sarah- Cannon-Holden, Moderator; Timothy Higgins, Town Administrator

Members Present via Zoom: Jim Hutchinson, Select Board representative; Andy Wang; Ben Shiller

The Chair convened the meeting at 8:30 a.m. and asked Mr. Higgins to read the Governor's hybrid meeting protocol.

- **Agenda**

Mr. Mithcell suggested that the meeting focus exclusively on the TMSC's State of the Town Meeting (SOTT) presentation. Mr. Michell reminded the group that the working group had been asked to develop a draft presentation to share with the full Committee in advance of the December 3rd dress rehearsal.

- **SOTT Presentation - Working Draft**

Mr. Mitchell walked the working group through the draft slide deck that he had prepared with input from several members. The draft was posted to the TMSC web page at the same time that it was e-mailed to Committee members to satisfy the requirement of the Open Meeting Law. Mr. Mitchell took comments and suggestions on each slide. He suggested that the presentation duties be shared among Mr. Pang, Ms. Cannon-Holden, and Mr. Shiller who were amenable. There was significant discussion about the group exercise, the framing of the questions, and the use of clickers. The clicker exercise questions will be associated with voter participation data collected through a survey comparing Lincoln's participation rates with those of neighboring towns for a 10-year period. Mr. Mitchell urged the presenters to be prepared to pose additional questions if the exercise moves more quickly than expected.

The group decided to administer a brief survey for SOTT participants to complete and submit as they leave the meeting. The survey will be comprised of two questions phrased something like: 1) What's working well with our current pre-Town Meeting and day-of Town Meeting procedures? And 2) How can these procedures be improved? Mr. Higgins agreed to develop the survey form which will be placed on seats. Mr. Pang will mention the survey in his introductory remarks.

Mr. Mitchell agreed to make another round of changes based on the feedback received and to circulate the revised draft prior to Thanksgiving.

- **Adjournment**

Sarah Cannon-Holden made a motion to adjourn. The motion was seconded by Ms. Morris-Gundy. The motion was approved unanimously with a roll call vote. The meeting adjourned at approximately 9:45 a.m.

Submitted by Peggy Elder

Approved by the Committee: __December 3, 2024_____