Select Board Update (Draft)

March 10, 2025

Town Meeting Study Committee

- Introduction to our work

- Key findings & recommendations to date

- Our work ahead

- Survey timing

- Town Meeting update approach

Town Meeting Study Committee Organization

- Outreach & Engagement: Pang, All
- Efficiency & Effectiveness: Hutchinson, Mitchell
- Education: Cannon-Holden, Gundy, Liazos
- Moderator Role & Process: Cannon-Holden, Hutchinson, Pang
- Meeting Accessibility: Ortiz, Schiller
- Alternative Viewpoints: Liazos, Schiller, Wang
- Separate Deliberation from Voting: Gundy, Ortiz, Wang
- Remote Voting: Hutchinson, Mitchell

Outreach & Engagement

To Date

- TMSC page on Lincoln website
- State of the Town presentation and feedback forms
- Padlet updated with all feedback

Going Forward

- Conduct citizen forum after Town Meeting – date, location?
- Develop list of citizen groups and conduct sessions
- Develop townwide survey with consultant

Meeting Efficiency & Effectiveness
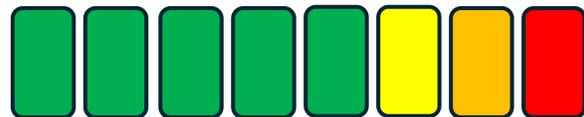
To Date

- Meeting Participation Analysis
- Clicker Voting
- Presentation Timer
- A/V Improvements
- Instruction Clarification
  - Citizen Comment Period
  - Calling the Question
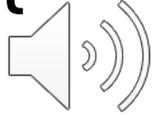 - Amend the Motion

Going Forward

- Clicker By-law
- Pilot Presentation Timer
- Research speaker disclosure guidelines
- Evaluate new ideas that come thru outreach work & survey

Citizen Comment Period

- Line up behind the microphones

- Wait to be recognized by the Moderator

- Refrain from repeating a point already made

- Limit your comments to 2 minutes or less

- The timer will warn you as the time limit approaches
  - Yellow Bar = 30 seconds remaining
  - Orange Bar = 15 seconds remaining
  - Red Bar = time up

What should happen when a speaker exceeds their time allotment?

1. Moderator politely reminds speaker time is done
2. Final Jeopardy music
3. Coyote pack howling
4. Lincoln Mall broken railroad crossing signal
5. Best of Codman Farm: cow, rooster, pig

Education

To Date

- Attended Lincoln Newcomers event
- Developed a draft Town Meeting Primer document

Going Forward

- Post primer to town website once finalized
- Handouts and/or QR code for Town Meeting
- Develop post Town Meeting process for feedback
- Support other subcommittees

Moderator Role & Process

To Date

- Evaluated ideas from residents
  - Moderator's meeting
  - Process & rules
  - Tone & civility
  - Clarity on amendment process
  - Feedback
  - Equal enforcement of rules
  - Public engagement & education
- Reviewed recommendations with Moderator
- Developed draft Town Meeting primer

Going Forward

- Pilot recommendations at next Town Meeting
- Add TM primer to Town Meeting web page

Meeting Accessibility

<u>To Date</u>

- Identified accessibility issues
- Developed a list of possible accommodations

<u>Going Forward</u>

- Prioritize recommendations
- Determine implementation cost/effort

Alternative Viewpoints

To Date

- Reviewed feedback provided by residents
- Where allowed - focus on Town Meeting
- Other suggestions:
  - Town Website/Mailings
  - Committee representation
  - State of the Town Meeting
- Developed initial list of recommendations

Going Forward

- Solicit community feedback
  - Outreach sessions
  - Survey
- Consolidate recommendations
- Develop criteria for access
- Develop guidelines/rules
- Develop pros & cons

Separate Deliberation from Voting

<u>To Date</u>

- Identified options
- Developed a list of questions to be answered
- Developed an initial list of pros & cons

<u>Going Forward</u>

- Gather feedback from community sessions
- Develop questions for town wide survey
- Consult with Town Counsel
- Develop recommendations

Remote Participation & Voting

To Date

- Initial scan of other efforts
  - League of Women Voters (Acton, Boxborough, Stow, Hudson, Littleton, Maynard)
  - Concord
  - Wayland
  - Lexington
- Required approvals
  - Town Meeting
  - Legislature, Governor

Going Forward

- Develop pros & cons
- Survey residents
- Discuss with State Representatives
- Finalize recommendation

Polling Question Ideas for Town Meeting

- What is your primary source for information related to Town Meeting motions, issues and votes? (At the SOTT breakout we asked: What is your primary source for town-related information?)