

TOWN MEETING STUDY COMMITTEE

MEETING MINUTES - Final Hybrid Format Wednesday, January 8, 2025, 6:30 p.m.

Members Present: Jennie Morris; Kenny Mitchell (TMSC Chair); Andrew Pang (TMSC Vice-chair); Taylor Ortiz; Ariane Liazos; Sarah Cannon Holden, Moderator; Timothy Higgins, Town Administrator;

Members Present via Zoom: Andy Wang; Ben Shiller; Jim Hutchinson

The Chair convened the meeting at 6:30 p.m. and read the Governor's hybrid meeting protocol.

- **Agenda**

Mr. Mithcell confirmed that the intent of the meeting was to review a timeline to the March Annual Town Meeting, hear reports from the Working Groups, discuss the intended professional survey, and confirm our plan for clickers.

- **Key Discussions/Actions**

1. Meeting Schedule – The Committee agreed to move to a bimonthly schedule.
2. Pro/Con Template - Courtesy of Jennie Morris, the Split Session Working Group's initial write up serves as a template.
3. Expanded Timeline – An expanded timeline through the fall will follow when time permits. In the meantime, the timeline through March has been distributed and posted.
4. Revised Bylaw – At this point, the contemplated Bylaw amendment for March will focus exclusively on the need to enable the use of clickers. The consensus last night was to revise the draft to give the Moderator the discretion to use clickers at whatever stage in the proceedings she may choose. A revised bylaw will follow.
5. Comprehensive Survey –
 - We agreed to administer the survey in the spring.
 - We should develop and maintain a running list of potential questions. Possibilities so far:
 - Include demographic information
 - Split session question of some type
 - Tim Higgins will consult with one of the survey firms we've used to gauge how much time we should anticipate to develop and administer the survey.

6. Dissenting Views – We were urged to look at the material from Wayland.
7. Education – Sarah Cannon Holden agreed to draft a new Town Meeting 101 Primer which we hope to have available for the January 25th Newcomers Event.
8. Informal Poll Document – Kenny Mithcell agreed to draft a standard poll, similar to the SOTT poll/survey, to use as we are engaging with folks/groups around town.
9. Working Group Reports - Those who were not prepared to report will share when able to do so.
10. TMSA Criteria – Kenny Mitchell provided a preview last night. He will circulate via email.

- **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 8:30 p.m.

Submitted by Tim Higgins

Approved by the Committee: ___