



TOWN OF LINCOLN

MIDDLESEX COUNTY MASSACHUSETTS

TMSC@lincontown.org

Town Meeting Study Committee

TMSC Moderator's Role and Process Working Group
Meeting Minutes
January 14, 2025

Attendees: Jim Hutchinson, Andrew Pang

The Moderator's Role and Process Working Group met from 2:00pm – 3:00pm via Zoom. After reading the remote meeting notice, the group made a first attempt to identify key issues and alternatives regarding the Moderator's Role and Process.

We discussed the following topics:

- **Transparency in Decision-Making**
- **Publishing Clear Rules**
- **Moderating Tone and Civility**
- **Procedural Clarity for Amendments**
- **Regular Feedback Collection**
- **Training for Moderators**
- **Equal Enforcement of Rules**
- **Public Engagement**

And came up with tentative ideas that are documented in the attached draft report. Jim agreed to write up these minutes and the draft report, both agreed to meet again later in the week to review and discuss further and invite the Town Moderator to join us, and Andrew agreed to take minutes and handle draft revisions next time.

Submitted,
Jim Hutchinson