



# TOWN OF LINCOLN

MIDDLESEX COUNTY MASSACHUSETTS

---

TMSC@lincontown.org

## Town Meeting Study Committee

TMSC Moderator's Role and Process Working Group  
Meeting Minutes  
January 17, 2025

Attendees: Jim Hutchinson, Andrew Pang, Sarah Cannon Holden

The Moderator's Role and Process Working Group met from 10:00 am – 11:15 am via Zoom. After reading the remote meeting notice, the group reviewed, point-by-point, its January 14, 2025 draft report considering key issues and alternatives regarding the Moderator's Role and Process.

Moderator Sarah Cannon Holden offered feedback about the draft report and shared insights into her preparation for and conduct of Town Meeting to inform the working group's thinking. The Group revised the draft report.

Resident Lynne Smith offered editing assistance for educational and explanatory documents developed in the course of the TMSC's work.

In the course of reviewing the draft report, the group considered where learning of other towns' experiences might prove helpful. Two topics arose for this investigation. Sarah Cannon Holden volunteered to make inquiries on the Moderators' list serve about:

1. The process for moving amendments from the floor, including submission of written text of an amendment; display of the amendment text for voters; and the content of any form used for amendments; and
2. The use of visual timers to regulate speakers' time at microphones (a topic to be addressed by the TMSC Meeting Efficiency Working Group, not this group).

Further, Andrew offered to reread the available reports from other towns' comparable committees for any other topics or ideas relevant to the Moderator's role and process, which might not have emerged through our discussions to date.

Jim volunteered to use ChatGPT to compare Lincoln's bylaws and relevant documents to see how our Moderator's role differs from other towns.

The Group approved the minutes of its January 14, 2025 meeting as distributed.

Andrew agreed to write up these minutes and the revised draft report for the next full TMSC meeting on Tuesday, January 21.

Submitted,  
Andrew Pang