

TOWN MEETING STUDY COMMITTEE

MEETING MINUTES - Final

Hybrid Format

Tuesday, December 3, 2024, 5:00 p.m.

Members Present: Jennie Morris; Kenny Mitchell (TMSC Chair); Andrew Pang (TMSC Vice-chair); Ben Shiller; Jim Hutchinson; Sarah Cannon Holden, Moderator; Timothy Higgins, Town Administrator; Dan Pereira, Assistant Town Administrator

Members Present via Zoom: Andy Wang; Ariane Liazos

The Chair convened the meeting at 5:00 p.m. and read the Governor's hybrid meeting protocol.

- **Agenda**

Mr. Mitchell confirmed that the intent of the meeting was to do a dry-run of the presentation for Saturday's SOTT. He noted that there were minutes to be approved from the prior two meetings as well.

- **SOTT Presentation - Working Draft**

Mr. Mitchell invited the team that volunteered to share the presentation duties to walk through their respective presentations.

Mr. Pang kicked things off with an introduction of the Committee and the SOTT agenda.

Mr. Hutchinson reviewed the slides that focus on the TMSC Charge. There were few suggested edits. Mr. Hutchinson remained within his allotted time.

Mr. Pang reviewed the next segment of slides which tee up the clicker exercise. Again, there were only minor suggested changes from the group. Mr. Periera, who had received training on the clicker software, expertly led the group through the clicker simulation exercise. Mr. Pang's comments were also within allotted time.

Mr. Shiller reviewed the final segment of the presentation which focuses on resident feedback received thus far, and the Committee's plan for public engagement. Mr. Stiller agreed to work with Ms. Morris and Mr. Mitchell to synthesize the bullets.

Ms. Morris agreed to facilitate the Q&A.

Mr. Mitchell reminded the group that the room will be set up as auditorium seating with no tables. Mr. Mitchell asked Mr. Hutchinson to mention the survey in his introductory remarks. The plan is to place the forms on every Chair and to ask attendees to drop them in the collection boxes that will be located near the exits.

- **Minutes**

Mr. Mitchell requested a motion to approve the minutes for the November 21st meeting. The motion was made by Ms. Cannon-Holden and seconded by Mr. Hutchinson. The minutes were approved by unanimous roll call vote.

Mr. Mitchell requested a motion to approve the minutes for the November 26th meeting. The motion was made by Ms. Cannon-Holden and seconded by Mr. Hutchinson. The minutes were approved by unanimous roll call vote.

- **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 6:30 p.m.

Submitted by Peggy Elder

Approved by the Committee: __December 11, 2024_____