

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
- Opposing Viewpoints: Liazos, Schiller, Wang
- Single vs Split Session: Gundy, Ortiz, Wang
- Remote Voting: Hutchinson, Mitchell

Outreach & Engagement

To Date

- TMSC page on Lincoln website
- SOTT presentation and feedback forms
- Padlet updated with all feedback

Going Forward

- Conduct citizen forum – where/when is best? March 18 TMSC meeting?
- Develop list of citizen groups and conduct sessions
- Develop townwide survey with consultant

Meeting Efficiency & Effectiveness

To Date

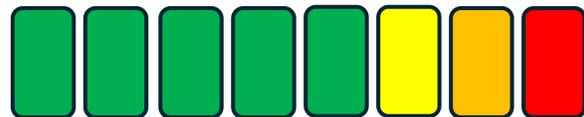
- Meeting Participation Analysis
- Clicker Voting
- Presentation Timer
- A/V Improvements
- Instruction Clarification
 - Citizen Comment Period
 - Calling the Question
 - Amend the Motion

Going Forward

- Clicker By-law
- Pilot Presentation Timer
- Speaker disclosures?
- 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
- Please be civil
- 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? (Poll Question at TM?)

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 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

Going Forward

- Pilot recommendations at next Town Meeting

Meeting Accessibility

To Date

- Identified accessibility issues
- Developed a list of possible accommodations

Going Forward

- Prioritize recommendations
- Determine implementation cost/effort

Opposing Viewpoints

To Date

- Reviewed feedback provided by residents
- Where allowed?
 - Town Meeting
 - Town Website/Mailings
 - Committee representation
 - State of Town Meeting
- Developed initial list of recommendations

Going Forward

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

Single vs Split Session

To Date

- Identified split session options
- Developed a list of questions to be answered

Going Forward

- Develop pros & cons of options
- Develop questions for town wide survey
- Gather feedback from community sessions

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?)