



Hybrid Town Meeting Study Committee

Date: Monday, August 26, 2024

Time: 7:00 - 8:30 PM

In-Person Location: Town Hall Annex 2nd Floor Conference Room

Remote access: via Zoom

Minutes

Meeting called to order at 7:07 PM.

Members in attendance:

Alex Bagnall
Kerrie Fallon (via Zoom)
Pete Gast
Rebecca Gruber
Steve Storch (via Zoom)
Guillermo Hamlin (via Zoom)
Sayed Khodier (via Zoom)

Other attendees:

Sean Keane (via Zoom)

1. Review and approval of July 22, 2024 minutes
Motion to approve made by Steve, seconded by Pete, minutes approved unanimously
2. Updates on project tasks
 - a. Reviewed and discussed Other Towns Observations document.
The draft document integrating observations of other towns' hybrid meetings was reviewed, and some of the items covered in the document were discussed. A few final edits were agreed to.
 - b. Reviewed Town Hall Audiovisual Systems Existing Conditions
Draft report was reviewed and discussed. Alex plans to add a few more details and continue to refine the report.
3. Update from the Electronic Voting RFP Working Group
No update.
4. Initial discussion of final report to Town Meeting
 - a. Discussed draft Table of Contents and assigned sections to members.
 - b. Agreed on the goal of having draft sections available for our meeting on October 28.

- c. Goal of having the report ready by January / February for review by key decision makers, including the Town Moderator, the Town Clerk, and the Town Manager.
- d. Discussed procedures for drafting and reviewing sections so as to ensure we don't engage in deliberation prior to our October 28 meeting.

5. Public Comment

No public comments.

6. New business

None arose.

7. Confirmation of next meeting date; request for next meeting minute taker; and adjournment

The next committee meeting will be October 28th; Rebecca will take notes.

Motion to adjourn made by Alex, seconded by Pete, adjournment approved unanimously

Meeting adjourned at ~8:26 PM.