

RECEIVED

By Town Clerk's Office at 9:57 am, Feb 10, 2026

Town Meeting Study Committee

MINUTES

January 20, 2026 4pm

Remote Meeting

The Town Meeting Study Committee met on January 20, 2026 at 4:00PM on Zoom

In attendance in person: N/A

In attendance on Zoom: David Model, Wayne Davis, Don Drinkwater, Brian Waterson, Nancy Pierce, Marc Bernstein

Absent: N/A

- Meeting called to order by David Model at 4:02pm.
- Don Drinkwater made a motion to approve the December 4, 2025 minutes. Marc Bernstein seconded. It passed unanimously.
- The final drafts of members' sections of the reports have been saved in the TMSC shared drive.
 - While all drafts are in, Nancy pointed out the report still needs a preamble and conclusion.
 - David Model also noted we need to make sure the submitted text aligns and is not duplicated.
 - Marc Bernstein offered to combine all of the drafts into one document. David Model suggested that Wayne Davis write the introduction to address the why and the how of the TMSC.
- The TMSC spent time discussing the conclusions.
 - Nancy recommended the Committee highlight the low hanging fruit.
 - Wayne noted it needs to be clear what recommendations have been implemented and which ones are still pending. He also noted the document needs to note who is responsible for implementing the recommendations.

- Wayne and Nancy highlighted the importance of including institutional knowledge and making sure future readers understand the why behind the conclusions.
- Brian Waterson noted that the survey results need to be included as appendices at the end of the report.
 - Nancy will make sure that key survey recommendations are summarized and available in the body of the report.
- Wayne summarized the different sections of the report: intro, member reports, conclusion and appendices.
- Wayne recommended the committee meets within a week of Marc circulating the combined draft.
- The next meeting will be Monday, Feb 9th at 5:00pm on Zoom only.
- The meeting ended at 4:58pm.