

TOWN OF PLYMOUTH
26 Court Street
Plymouth, Massachusetts 02360
(508) 322-3139

Town Meeting Handbook Committee
Meeting Minutes

Meeting Date/Time: January 14, 2025, 6:30pm.

Location: Zoom

Attendance by Roll Call:

<i>Name</i>	Present	Remote	Absent	Precinct
Carmen Lifrieri, Chair	X		Arrived 7pm	18
Matt Tavares	X			2
Katheryn Holmes	X			9
Frank O'Brien	X			11
Susan Wentworth	X			13
William Arienti			X	

Others Present: Kristin Ford CPC/COPC Coordinator
Al DiNardo

Call to Order

The meeting was called to order by Member Wentworth at 6:37pm.

Acceptance of Agenda

Motion: by (Holmes) to accept the agenda as written seconded by (O'Brien) and passed unanimously by roll call vote.

Acceptance of Minutes:

Review of Town Meeting Handbook Edits:

The members reviewed the handbook document top to bottom making edit suggestions along the way. Coordinator Ford will add a Table of Contents, Introduction, Alphabetize Definitions by category, double check precinct member /number is correct, remove yellow highlight, look into email contact information, moderator email link options, organization chart for Town Hall and School Department, double check phone numbers, smaller font size if possible.

Planning Next Steps

Add Questions Section? Add an Email link for questions to be included in future Town Meeting Handbook updates managed by the coordinator.

Send Final draft to the Moderator, Town Clerk, Town Counsel

Public Comment

None

Next Meeting: January 28, 2025. 6:30pm

Adjourn: Motion to adjourn (Travares) at 7:24pm seconded (Lifrieri) and passed unanimously by roll call vote.