

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

**Town Meeting Handbook Committee
Meeting Minutes**

Meeting Date/Time: January 28, 2025, 6:30pm.

Location: Zoom

Attendance by Roll Call:

<i>Name</i>	Present	Remote	Absent	Precinct
Carmen Lifrieri, Chair	X		Arrived 6:40pm	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

Call to Order

The meeting was called to order by Member Wentworth at 6:32pm.

Acceptance of Agenda

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

Acceptance of Minutes:

Motion: by (Wentworth) to accept the January 14, 2025 meeting minutes as written seconded by (O'Brien) and passed unanimously by roll call vote.

Review of Town Meeting Handbook Edits:

The members reviewed the handbook document top to bottom while Coordinator Ford pointed out changes from the last version including the table of contents, introduction, alphabetized definitions, removed yellow highlight throughout, added sections to contact information,

moderator email options were discussed, phone numbers were cross referenced for accuracy, and smaller font size.

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, Assistant Moderator, Town Clerk, Town Counsel for comments and then to COPC Members for review.

Public Comment

None

Next Meeting:

Adjourn: Motion to adjourn (Travares) at 7:34pm seconded (Lifrieri) and passed unanimously by roll call vote.