

## Town Meeting banner

# Email from Westford League of Women Voters: Town Meeting banner

From: **Westford League of Women Voters** <info@lwv.westford.org>  
2/13/2022 11:20 AM

To [accesstotownmeeting@westfordma.gov](mailto:accesstotownmeeting@westfordma.gov)

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1 attachment

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External ! <<https://westfordma.gov/External-Banner-Explanation>>

To the Access to Town Meeting Committee:

Following up on our previous email and discussion, the League of Women Voters once again asks you to include in your recommendations for increasing participation at Town Meetings that a banner announcing upcoming Town Meetings continue to be hung over Main St. at the Common.

The League also asks you to recommend that the Town take over some or all of the responsibility for the banner. We request that, at a minimum, you recommend that Town staff:

- store the banner
- apply to the Select Board for approval to hang the banner before every Town Meeting
- arrange for and pay for relettering the banner
- arrange and pay, if needed, for the banner to be hung and removed.

The League is willing to continue purchasing replacement banners if that is your recommendation. However, we would also be fine if you recommend that the Town purchase replacement banners as well as take on all of the responsibilities listed above. That would mean that Town staff would take on all responsibility for the banner. We understand that in that

case, the League's name and logo would not be included on the banner.

The League currently has one Town Meeting banner that is relettered to show the day, time and/or location of each upcoming Town Meeting (see attached photo). We have discussed buying a second banner so there would

be one banner for Annual Town Meetings and another for Special Town Meetings, which would eliminate most if not all of the relettering needed as well as extend the useful life of the banners.

For your information, the approximate costs of maintaining the banner are:

- relettering: \$50-125, depending on how much text must be replaced.
- hanging: \$300 to have a professional hang and remove a banner, though it can be done at no cost by someone with an extension ladder and a knowledge of knots.
- purchasing a new banner: \$1,000 for the quality needed for the banner to be reusable and relettered.

We will continue to arrange for lawn signs announcing upcoming Town Meetings to be placed around town.

Thank you for considering our request. Please let us know if you have any questions ([info@lwv.westford.org](mailto:info@lwv.westford.org)). And many thanks for all the work you're doing to encourage voters to participate in Town Meetings.

The LWV Westford Steering Committee

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