



DISBANDING THE ACCESS TO TOWN MEETING (ATM) COMMITTEE

March 28, 2023

Charge (Established July 29, 2021)

The Committee shall investigate, research, advise, and recommend to the Select Board what actions the Town can take to encourage attendance and increase participation at Town Meeting included but not limited to consideration of the date/time of Town Meeting, what services the Town might offer, and educational, technological, and outreach services the Town could undertake.

Eleven Committee Members; Three Working Groups.
Current Member(s) End Date: June 2023

Deliverables Addressing Charge: [Access-to-Town-Meeting-ATM-Committee](#)

Documents prepared by the ATM Committee

- [Final ATM Recommendations March 2023](#)
- [Child Care and Time Change 11152022 ATMRecs](#)
- [ATM Committee Date Change Consideration Recommendation 11112022](#)
- [ATM Committee Process and Background Feb 20 22 \(PowerPoint\)](#)
- [ATM Committee Process and Background Feb 20 22 PDF Version of Powerpoint](#)
- [ATM Committee Recommendations Apr 2022](#)
- [ATM Committee Westford Survey Results March 2022](#)
- [ATM Committee Other Community Questionnaire Results March 2022](#)
- [ATM Committee Brainstorming Participation Issues Jan 2022](#)
- [LWV Westford Request for TM Banner Management Feb 2022](#)
- [2022 Paper Ballots For Warrant Articles Framework WITH LEGAL ANNOTATIONS](#)
- [ATM-childcare working_group](#)
- [FY 2022 Annual Report for ATM 09202022](#)
- [Remote Participation Executive Summary](#)

Committee Conclusion

- Opportunities were researched and recommendations were made. Moving forward, refinement and ongoing implementation should be the focus.
- No new recommendations since April 2022; Updated March 2023 to refine existing ones.
- Most recent Special Town Meeting (Oct 2022 STM) revealed needed improvements in operational items, rather than issues affecting attendance. (I.e., signage, noise level, seating, readability of screen. These have been addressed.
- Westford’s Town Moderator page and the Town website offer a wealth of information and educational items about Town Meeting, and voters can “ Email the Moderator” with comments or questions: [Westford Town Moderator](#) and the Town site [Westford Town Meeting](#).
- Attendance is heavily influenced by the topic being addressed at Town Meeting as noted below:

ATM/STM Attendance:

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Type</i>	<i>Attendance</i>	<i>Location</i>	<i>Major Articles</i>
10-17-2022	Monday	7-9p	Special	578	WA Gym	Library; 51 Main
6-11-2022	Saturday	9a-2p	Annual	285	WA Field	Clickers passed; Cameron HVAC
10-16-2021	Saturday	1p-2:06p	Special	225	WA Field	Self-funded Health Insurance Trust; Cameron HVAC;
6-12-2021	Saturday	9a-3:20p	Annual	275	WA Field	Drive-through; zoning bylaws
10-18-2020	Sunday (Rain date)	9a-3:40p	Special	350	WA Field	WA amenities bldg; Indigenous People’s Day; Drive-through; 63 Main St sale;
6-20-2020	Saturday	9a-11:59a	Annual	301	WA Field	CPC WA Trustees Field (294 votes)
10-28-2019	Monday	7-10:42p	Special	343	Abbot Gym	Clickers failed; Helena Crocker residences \$1M; created Stormwater Fund
3-23-2019	Saturday	10a-5:34p	Annual	758	Abbot Gym	Drew Farms APR
10-15-2018	Monday	7-9:02p	Special	401	Abbot Gym	Buy 63 Main; Adopt Senior Tax Program;

3-24-2018	Saturday	10a-6:50p	Annual	540	Abbot Gym	Town Common Traffic Signal; Plastic bags;
2017			Special			3 Special TMs
3-25-2017 3-27-2017	Saturday Monday	10-5:06p 7-8:51p	Annual	1151 (may have been overreported)	Abbot Gym	Drew Farms APR (688 votes); WPS override (891 votes); childcare used by ~50 kids