

# Major Recommendations

- Keep Open Town Meeting form of government.
  - Don't change to Representative Town Meeting.
- Keep Annual Town Meeting on Saturday.
  - Don't change to week nights.
- Move ATM from May back to March.
  - Where it was from 1948 to 1974.
- [Keep ATM at the Abbot School.
  - Which is centrally located with a flat floor.]

The RTMSC final report of 26 August 2008 is available at:

[http://www.westfordma.gov/pages/government/westfordma\\_townmeeting/documents/RTMStudyCommReport.pdf](http://www.westfordma.gov/pages/government/westfordma_townmeeting/documents/RTMStudyCommReport.pdf)

# Other Recommendations

- Improve the quality of communication between the Town Manager and the voters before and during ATM.
- Provide better, more timely information to the voters before ATM, exploiting all possible modes.
  - Newspaper, cable TV, public forum, email, website.
- Have the Town Manager make a thorough state-of-the-Town presentation at the beginning of ATM.
  - A informative introduction for the business to follow.
- Provide clear presentations at ATM laying out the options for each article and their ramifications.

# Further Recommendations

- Ask the Finance Committee to comment on all warrant articles.
- Require each Town board, committee, and department to have at least one qualified member present throughout the entire TM.
- Direct all municipal departments to not schedule any social, athletic, cultural, or informational events for the dates of ATM.
- Reinstitute childcare in the Abbot cafeteria.
- Offer a reasonably priced lunch.