

### **Call to Order**

Committee Chair Mr. Stumpf called the meeting to order at 4:03 p.m. TGSC members all participated remotely via WebEx, able to see and hear each other and share documents for all to see. A feed from the WebEx was broadcast live on Andover TV, by which members of the public could observe the meeting.

### **Participants**

The following were online on WebEx for the meeting: Town Clerk & Chief Strategy Officer Austin Simko (ex-officio); Sheila Doherty (ex-officio); TGSC Committee members Paul Cavicchi, Paula Colby-Clements, David Floreen, Richard Fox, Andrew McBrien, Dara Obbard, Gail Ralston and Jon Stumpf; and Bernie Lynch and John Petrin of Community Paradigm Associates. Sandy Stapczynski sent apologies for her absence in advance.

#### **1. Approval of Minutes of Meetings of April 15<sup>th</sup> 2020**

The word “has” was misspelt as “hos” in the first paragraph of Item 3 of the minutes of the meeting of April 15<sup>th</sup> 2020. This will be corrected. Ms. Ralston moved that these minutes be accepted as amended, Mr. Cavicchi seconded. The committee voted by roll call with 7 in favor of approval, none opposed, with 4 abstentions, comprising Ms. Colby-Clements and Ms. Stapczynski who were absent from the meeting and Ms. Doherty and Mr. Fox who were not on the call at the time the vote was taken .

#### **2. Presentation on Relevant Results from UMass Survey**

Mr. Simko presented results from the UMass Survey that are relevant to Governance. His slide deck is attached as Appendix 1, which constitutes the record of his presentation.

#### **3. Presentation of Town Meeting and Election Participation Data**

Mr. Fox, Mr. McBrien and Mr. Simko had undertaken extensive analysis of voter records, which Mr. McBrien presented on their collective behalf. The presentation was restricted to the data themselves and conclusions that arise directly from the data; the presentation deliberately did not include commentary about the form of government that Andover should adopt. Mr. McBrien’s slide deck is attached as Appendix 2, which constitutes the record of his presentation.

Both will be attached to the minutes of this meeting. Mr. McBrien’s presentation will also be posted to the Resources page of the TGSC Web site, although Mr. McBrien asked that the members be patient if this takes longer than usual as the upcoming Town Elections and Town Meeting are further stressing what is already a skeleton staff in the Town Clerk’s office. The UMass Survey results are to be presented to the Select Board at some point in the future, and as a matter of courtesy to the Select Board, the slide deck will not be posted until this has happened.

Mr. Floreen asked whether the TGSC believes that further surveying is needed at this time. Mr. McBrien responded that, contrary to his own previous recommendation, the TGSC should not go

ahead with this, but rather, wait until some strawman proposals have been developed then take these to the public for validation.

#### 4. **Discuss Next Steps for Form of Government Study**

After extensive discussion, the TGSC members agreed as follows:

- The TGSC has gathered substantial volumes of public input and of data, both qualitative and quantitative, and these have been thoroughly analyzed.
- The TGSC members have listened attentively and held off from expressing opinions to date. Some have strong ideas and have held back from expressing these. The members now feel that it is time for them to have the chance to say what is on their mind.
- **It is time to stop collecting data as our primary activity, and change emphasis to deliberation about the data.** Notwithstanding, the TGSC will always be collecting data to some extent for the duration of its existence.
- In the next TGSC meeting, each member should make a brief statement of their own views. Although it might be more efficient for each member to send a first-pass of their views in writing to be collated and circulated in advance of the next meeting, the members stated a strong preference to introduce their views verbally at the next meeting. In an informal vote, seven stated this preference, two preferred written input.
  - Hearing each member speak for him/herself directly will help other members better understand not just the speaker's views but the real sentiment behind the views
  - Hearing others speak is more likely to stimulate new ideas than reading. Verbal input is simply more spontaneous. **Notwithstanding, each member must come prepared with their thoughts well developed.**
  - Verbal statements will be easier for members of the public who are watching the meeting on TV to assimilate.
- In the interest of fairness,
  - Each member will speak in turn, without interruption and with no debate until all members have spoken.
  - All other members will be muted by the Chair or meeting host
  - In practice, we should go around twice, so whoever speaks early in the first round has the opportunity to incorporate new ideas into their own position
- **This process is intended to capture the members' initial views, from which deliberation can begin in earnest.**

#### 5. **Discussion of Report Writing Division of Labor**

Mr. Simko reported that Mr. Floreen, Ms. Ralston, Ms. Stapczynski and himself volunteered to author the TGSC's final report. Mr. Stumpf thanked them for volunteering for this task. The team has already met and developed a draft outline for the report which Mr. Simko read for the committee. The draft outline is attached as Appendix 3.

Mr. Floreen asked whether the committee believes that the report should include the raw data already presented to the committee, for example, the presentations by Mr. Simko and Mr. McBrien in this meeting. The committee agreed that such data should be included as Appendices, with

commentary restricted to the data themselves and conclusions that arise directly from the data. The main body of the report should then refer to these Appendices and the main body should present the ramifications of the data with respect to the form of government that Andover should adopt.

### **Next Meeting**

The next meeting should be held at the end of June to be clear of Town Elections and Town Meeting, then continue monthly throughout the summer. Mr. Simko will distribute a poll to fix the date.

### **Adjournment**

Mr. Simko moved that the meeting adjourn, Ms. Obbard seconded. The committee voted by roll call unanimously in favor and the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Andrew McBrien, Clerk

### **Attachments**

Appendix 1: Presentation on Relevant Results from UMass Survey

Appendix 2: Presentation of Town Meeting and Election Participation Data

Appendix 3: Draft outline of TGSC Final Report

## Appendix 1: Presentation on Relevant Results from UMass Survey

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## 2019 Andover Residents Survey Town Governance Insights

May 20, 2020

### TOPICS



1. Methodology
2. Election Participation
3. Town Meeting Attendance
4. Reasons for Not Attending Town Meeting
5. Opinions on Town Meeting
6. Board/Committee Meeting Attendance & Viewing
7. Media Usage Preferences
8. Biggest Challenges Facing Andover Over the Next 5 Years

## METHODOLOGY



Analysis done by UMASS Lowell Center for Public Opinion

3500-person sample

1004 completed responses – a 28.7% response rate

4.9% margin of error

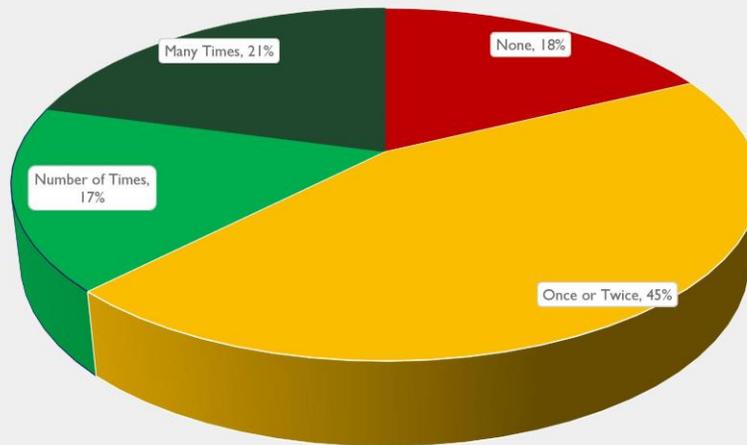
Weighted for age, sex, and education



## ELECTION PARTICIPATION



Frequency of Voting Over Last 12 Months



82% Voted in Last 12 Months

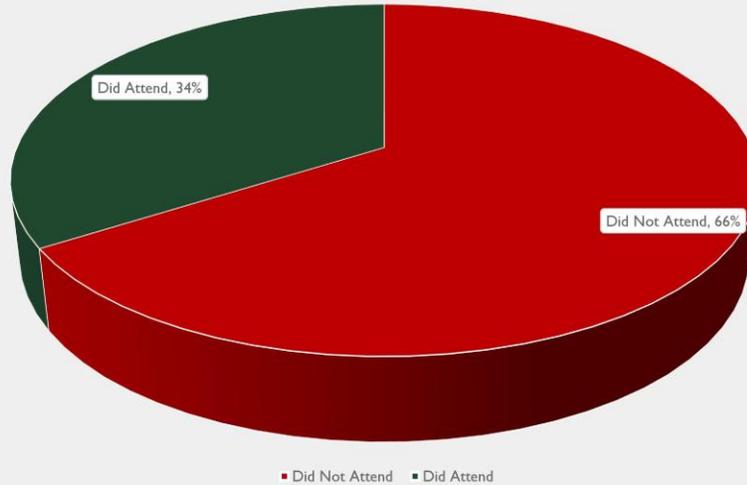
Older, Wealthier Residents More Likely to Vote

■ None ■ Once or Twice ■ Number of Times ■ Many Times

## TOWN MEETING ATTENDANCE

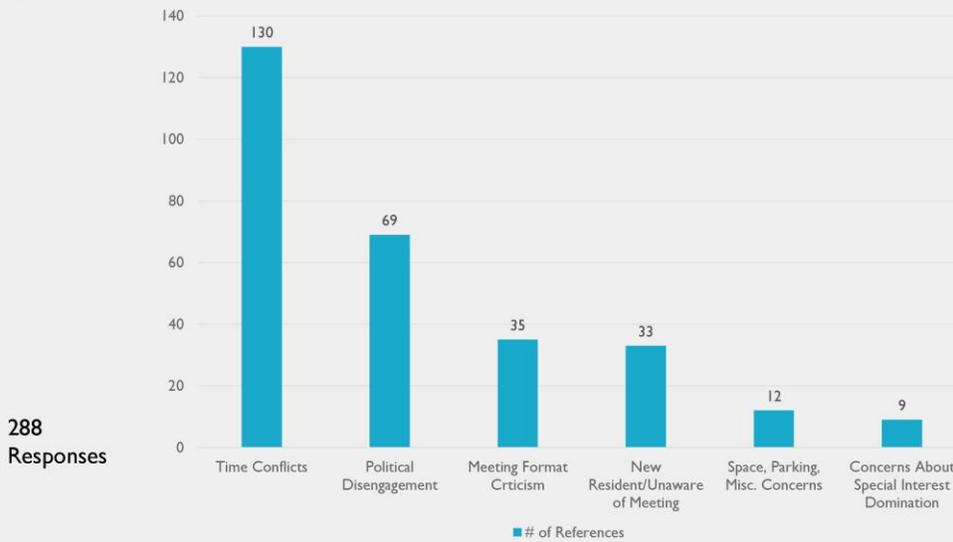


TM Attendance Over Last 12 Months

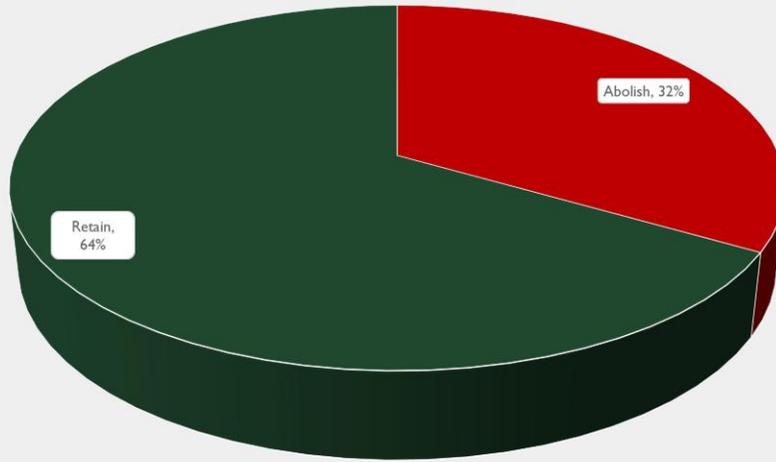


1/3 Attended TM in Last 12 Months  
Older, Wealthier, & Parents More Likely to Attend

## WHY RESIDENTS DON'T ATTEND TOWN MEETING

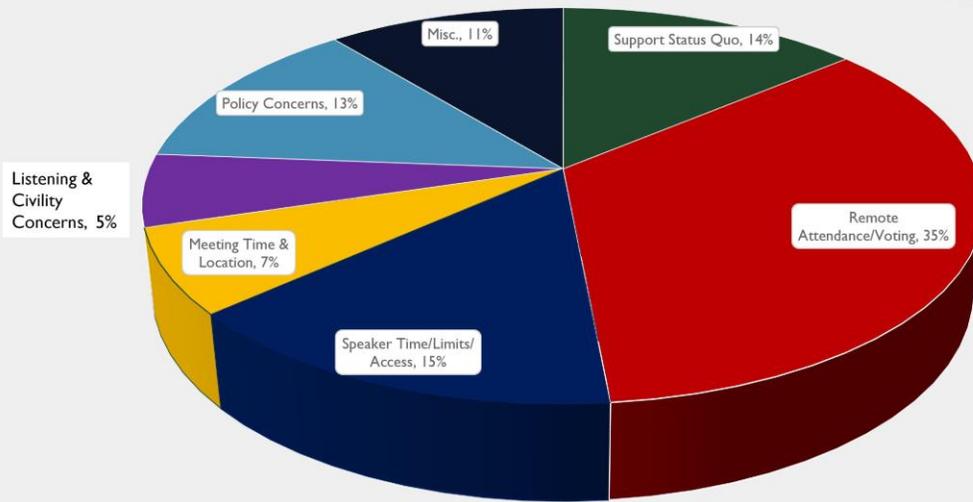


### ABOLISH OPEN TOWN MEETING VS. RETAIN/REFORM OPEN TOWN MEETING



■ Abolish ■ Retain

### AMONG THOSE WISHING TO RETAIN OPEN TOWN MEETING ...



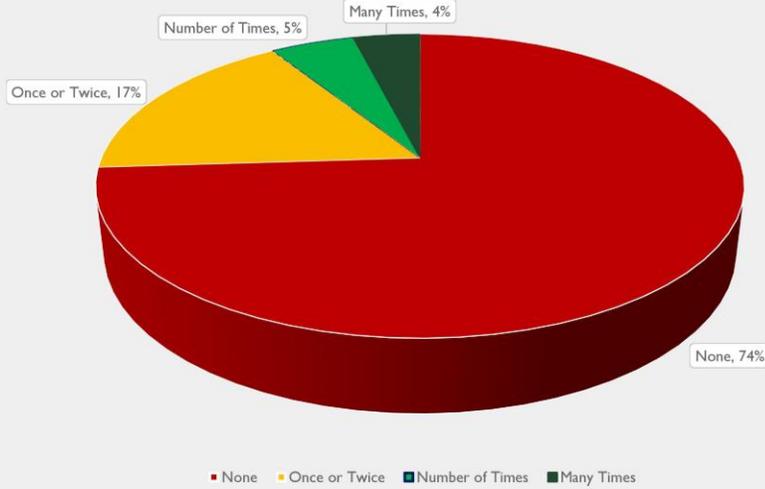
76% focused on remote voting, meeting time/location, civility, and speaker time/access

■ Support Status Quo ■ Remote Attendance/Voting ■ Listening & Civility Concerns ■ Policy Concerns ■ Misc.

## ATTENDED BOARD/COMMITTEE MEETING



Frequency Over Last 12 Months

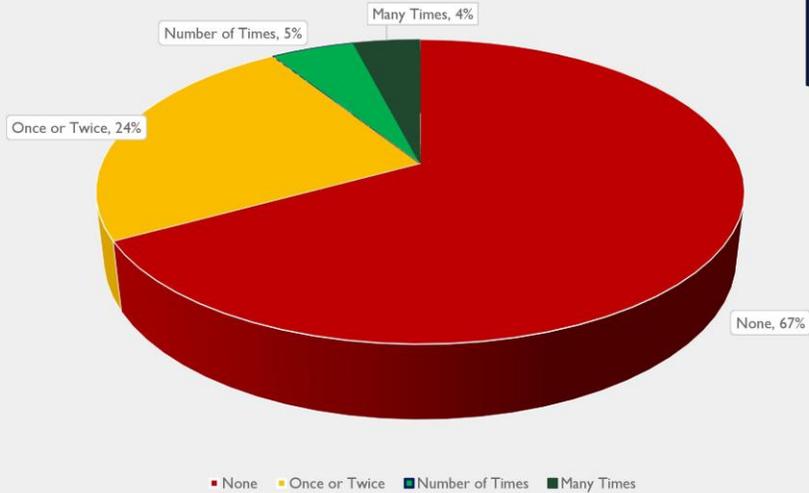


26% Attended Meeting in Last 12 Months

## WATCHED BOARD/COMMITTEE MEETING ON TV

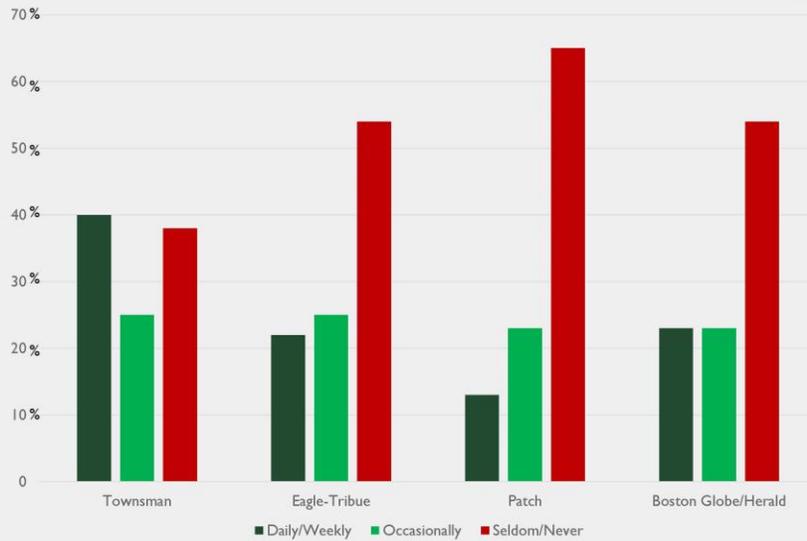


Frequency Over Last 12 Months

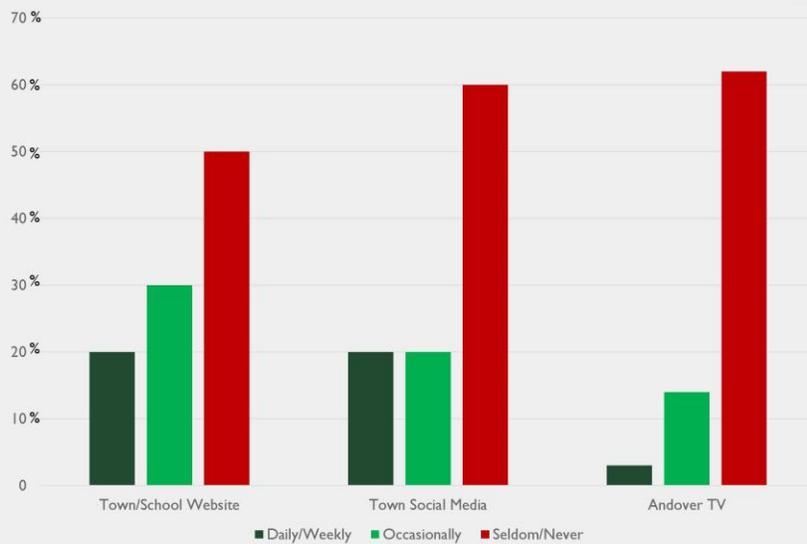


33% Watched Meeting in Last 12 Months

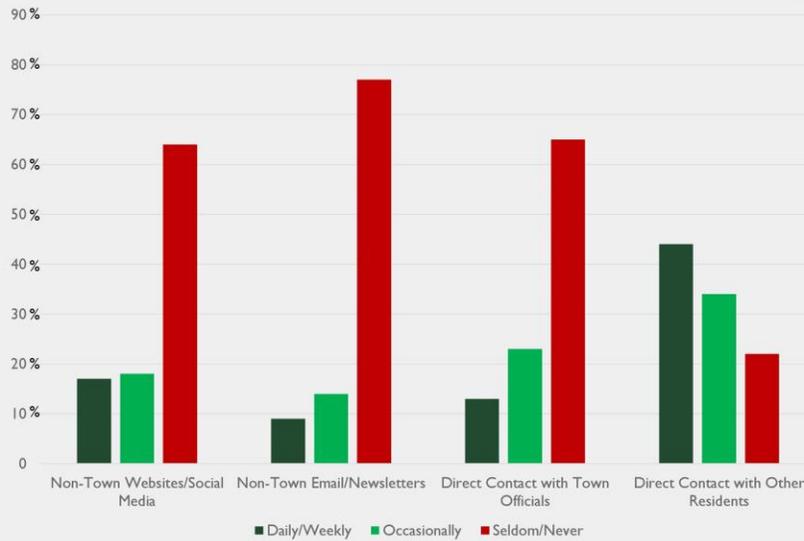
## RESIDENTS' INFORMATION SOURCES



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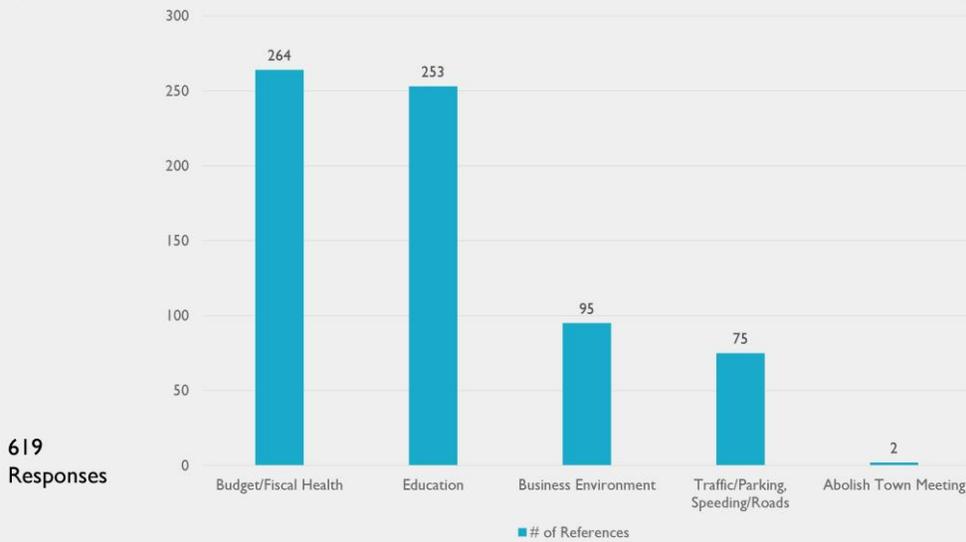


## RESIDENTS' INFORMATION SOURCES



Townsmen and Other Residents Most Popular Sources

## BIGGEST CHALLENGE FACING ANDOVER IN NEXT 5 YEARS?



QUESTIONS?



## Appendix 2: Presentation of Town Meeting and Election Participation Data

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6/24/2020



## Quantitative Analysis of Resident Participation in Andover's Government

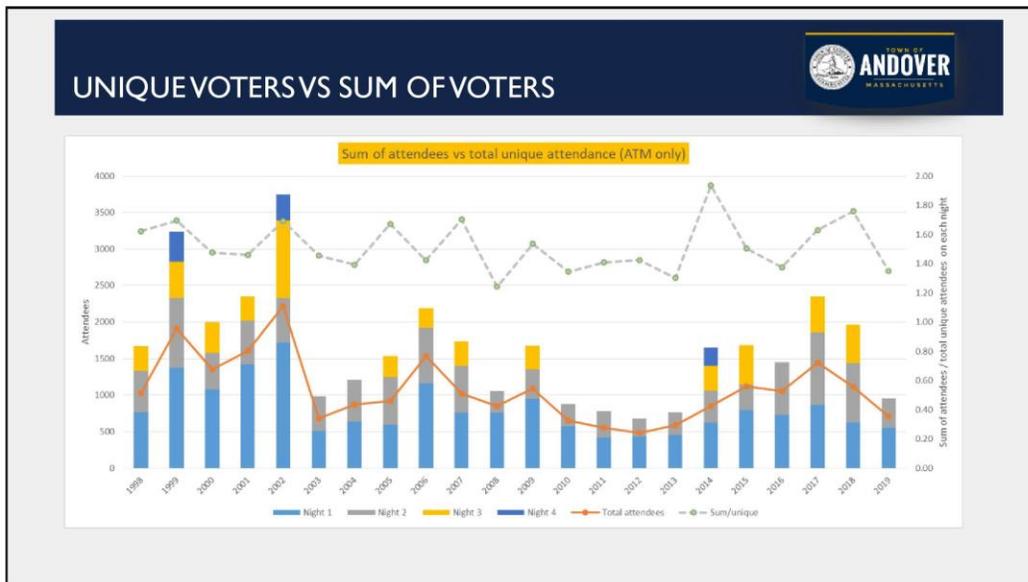
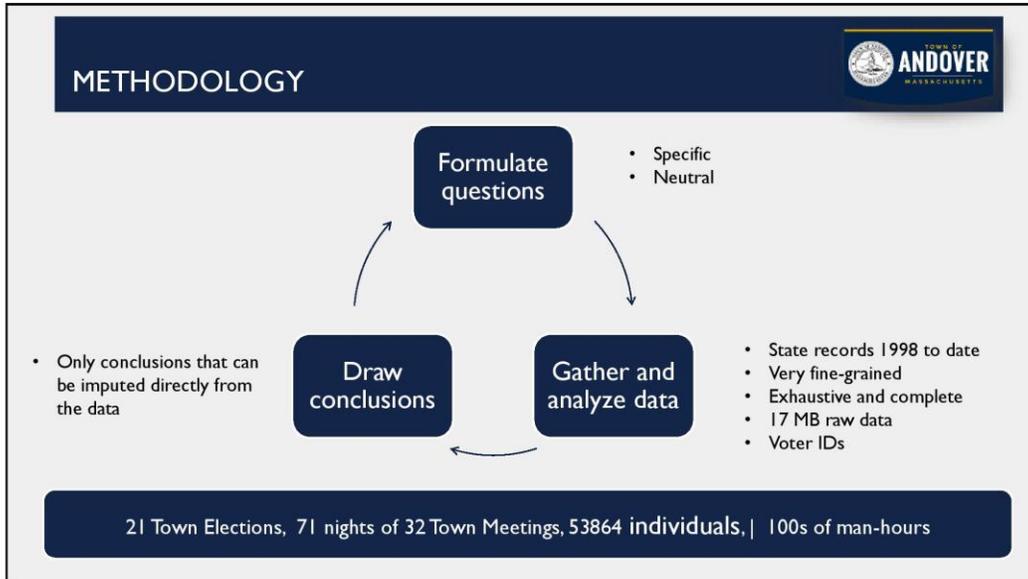
May 20, 2020

### TOPICS



1. Methodology
2. Overview of Election and Town Meeting participation, frequency and duration
3. Election and Town Meeting turnout
4. Town Meeting attendance patterns
5. Town Meeting attendance – individuals' behaviors
6. Town Meeting participation by precinct and demographic groups
7. Main Findings

6/24/2020



6/24/2020

**TOPICS**

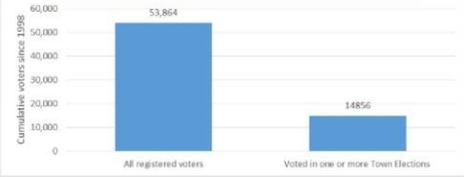


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**OVERALL ENGAGEMENT**

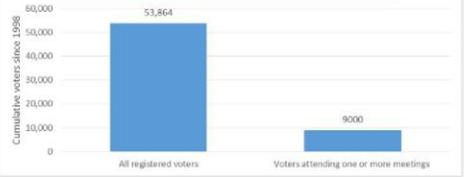


27.6% of registered voters have voted in one or more Town Elections



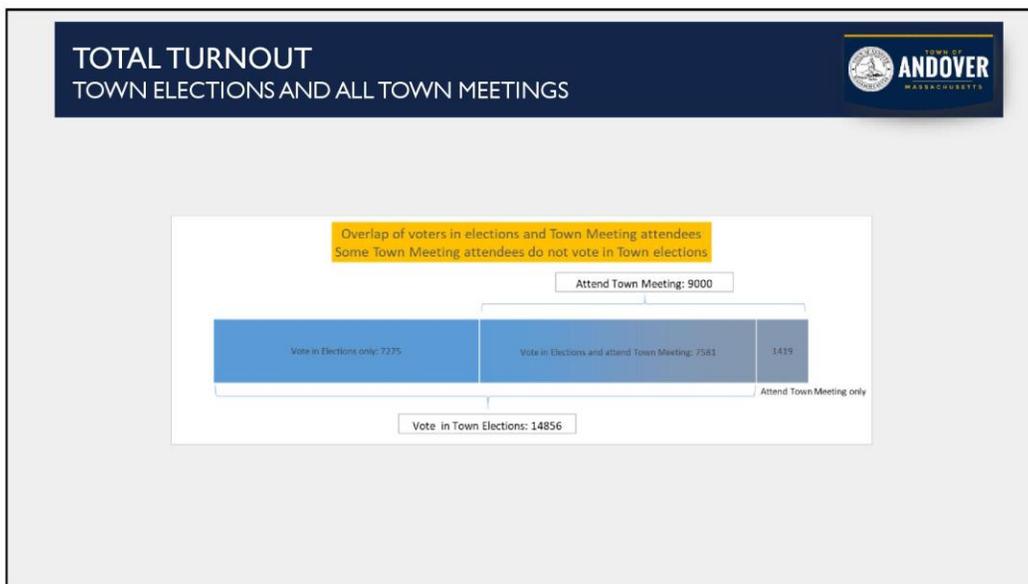
Category	Cumulative voters since 1998
All registered voters	53,864
Voted in one or more Town Elections	14,856

16.7% of registered voters have attended one or more Meetings

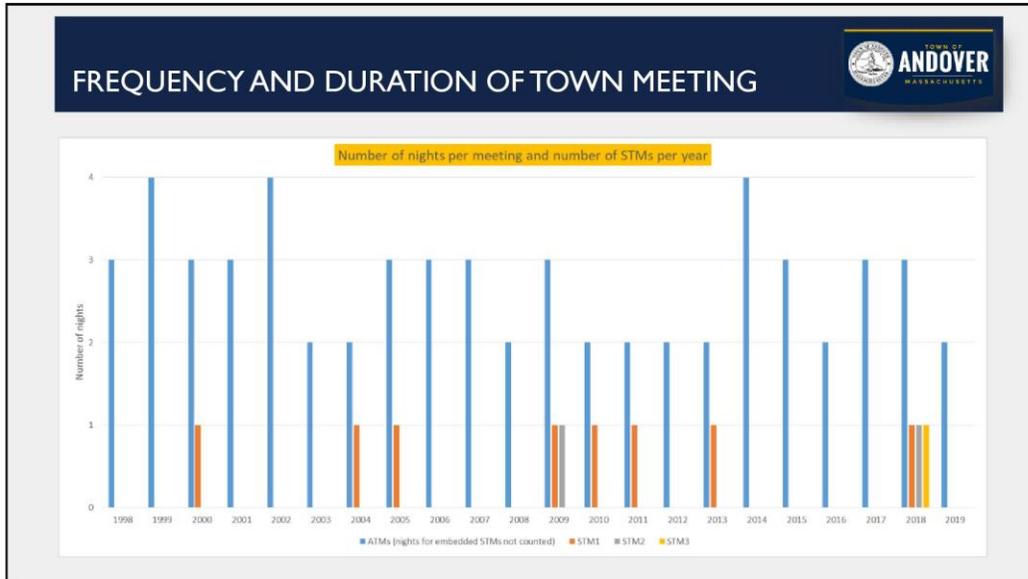


Category	Cumulative voters since 1998
All registered voters	53,864
Voters attending one or more meetings	9,000

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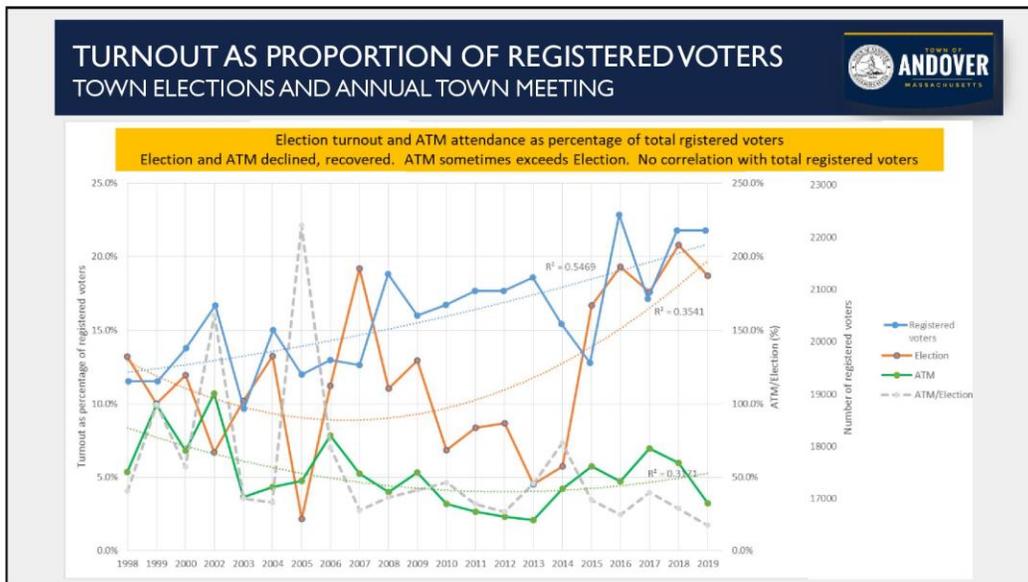
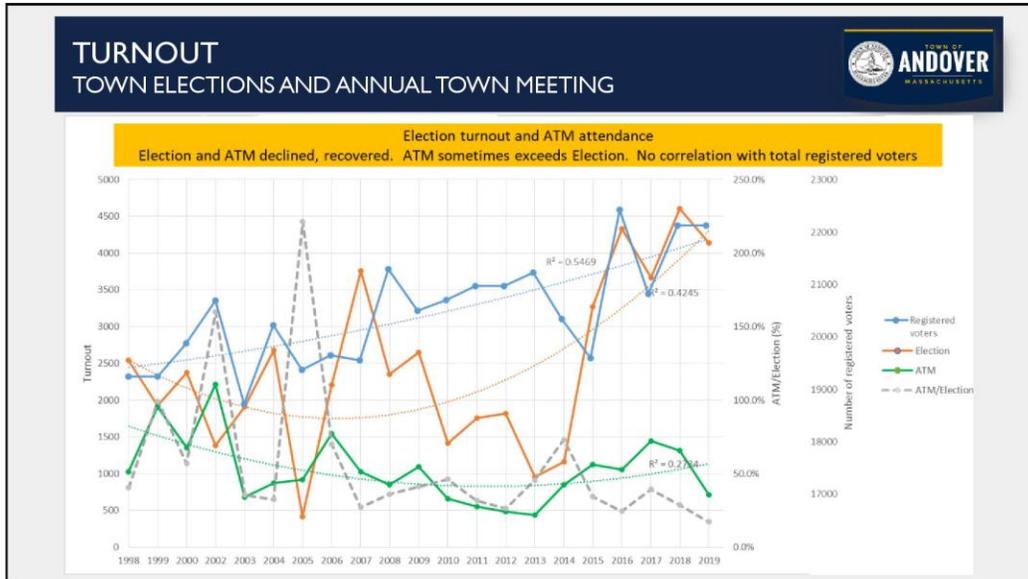


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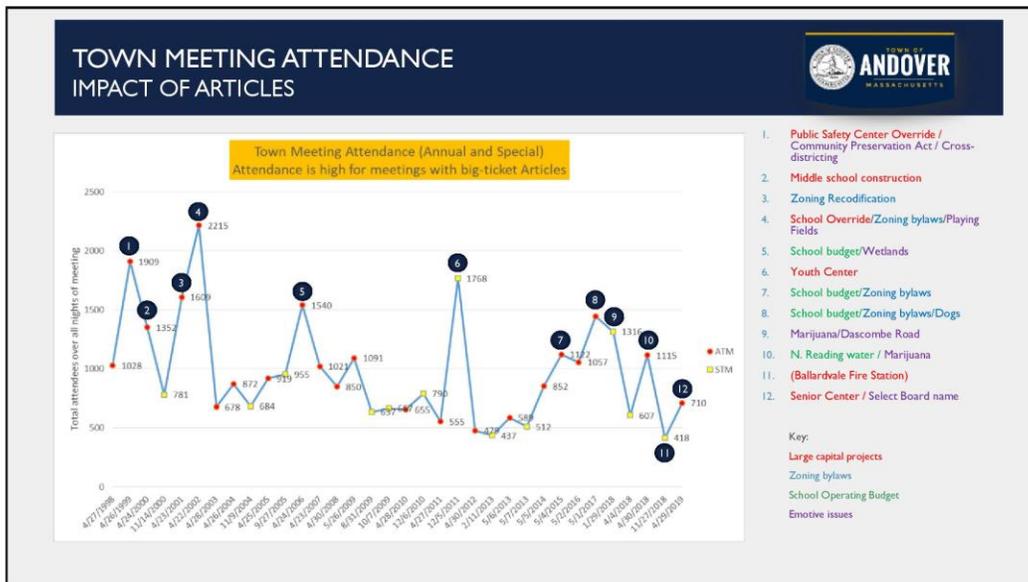
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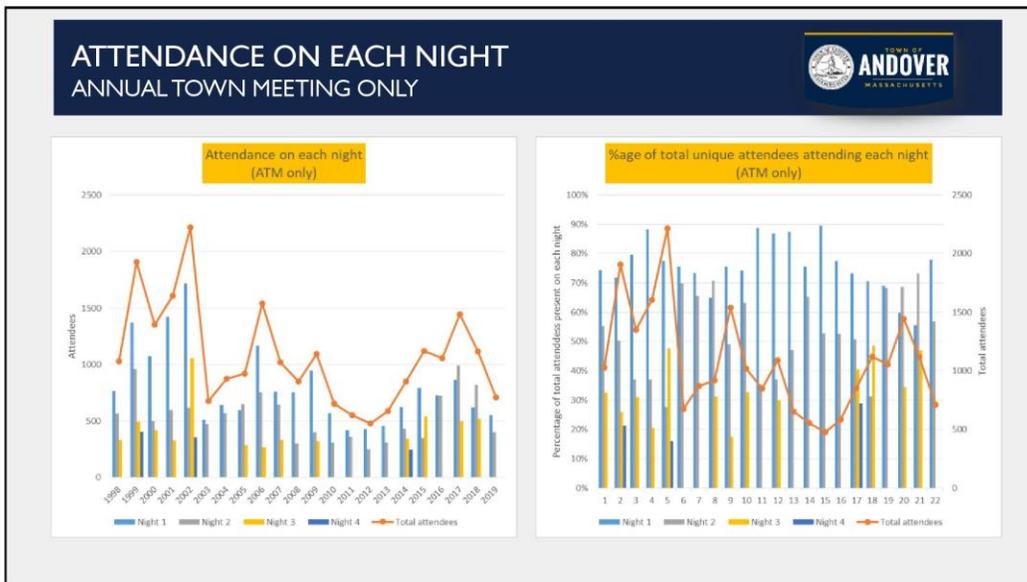
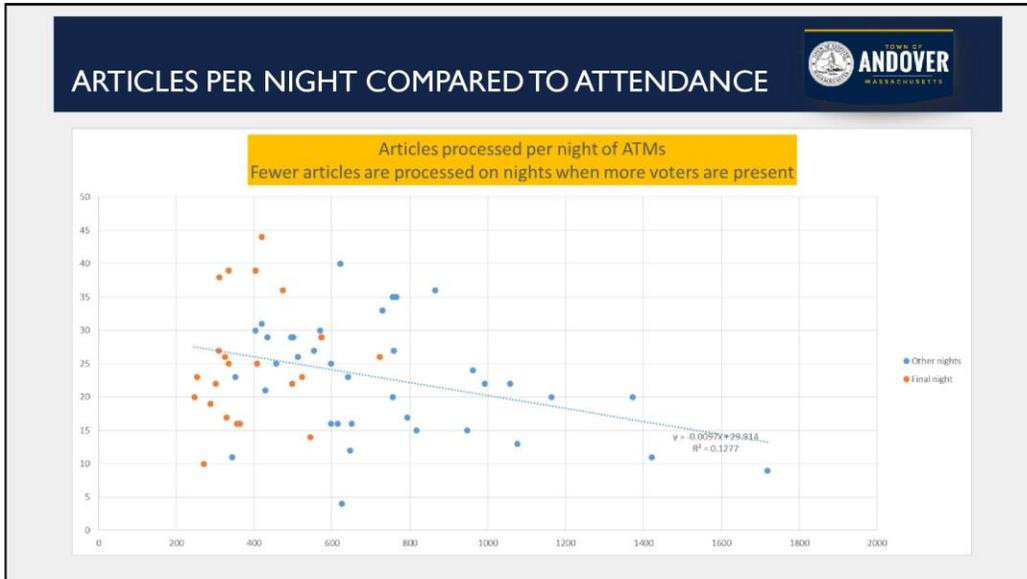
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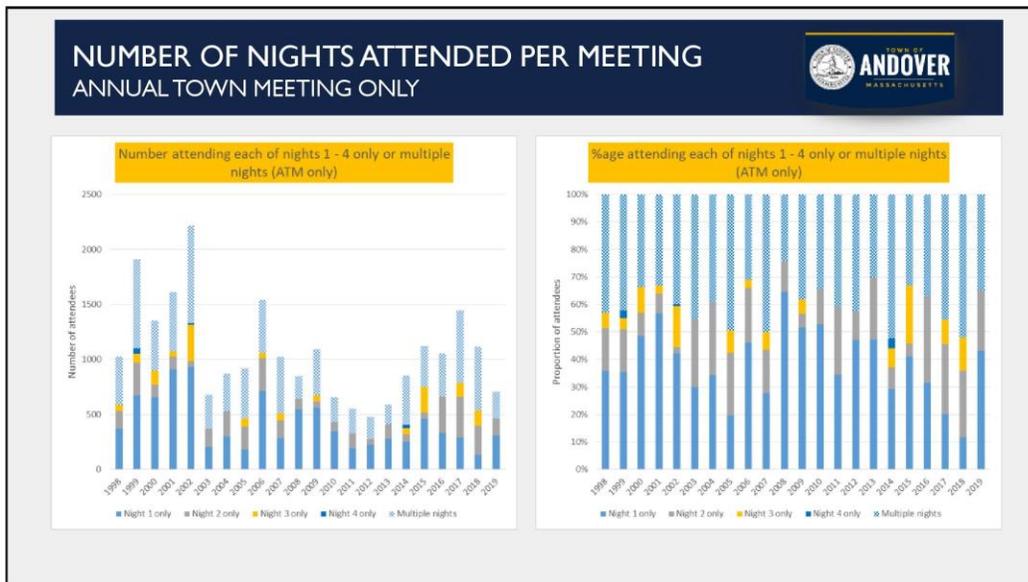
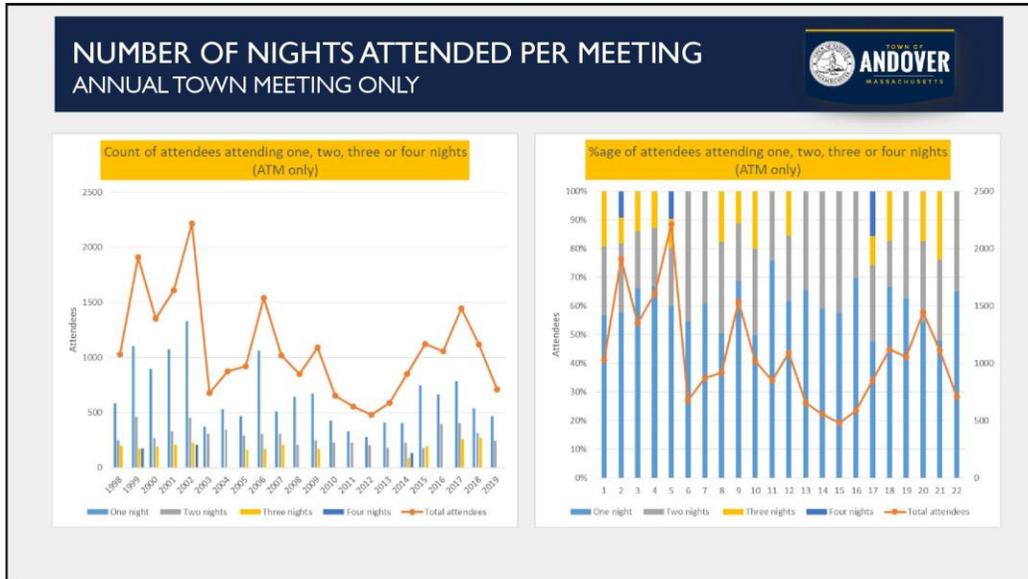
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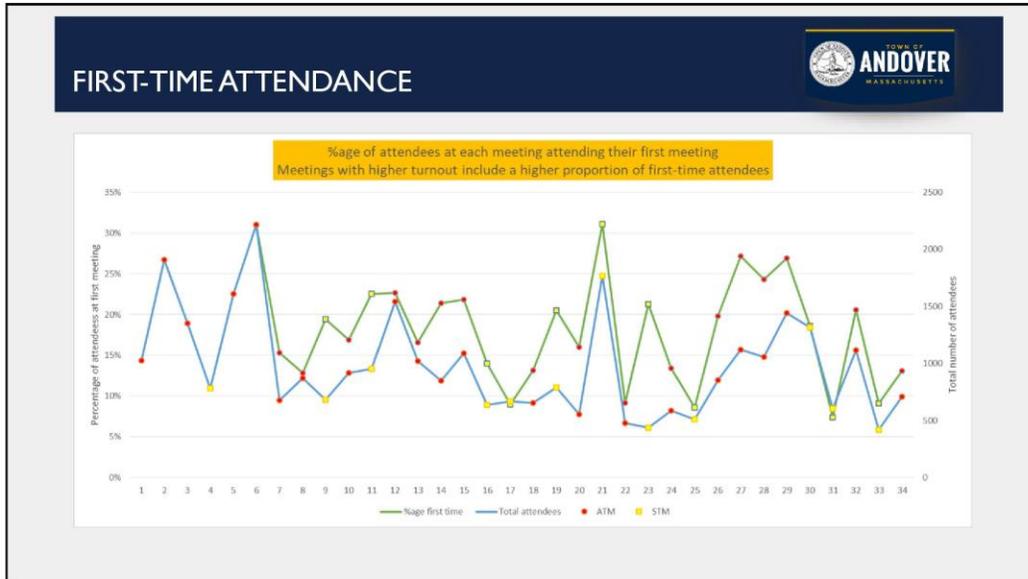
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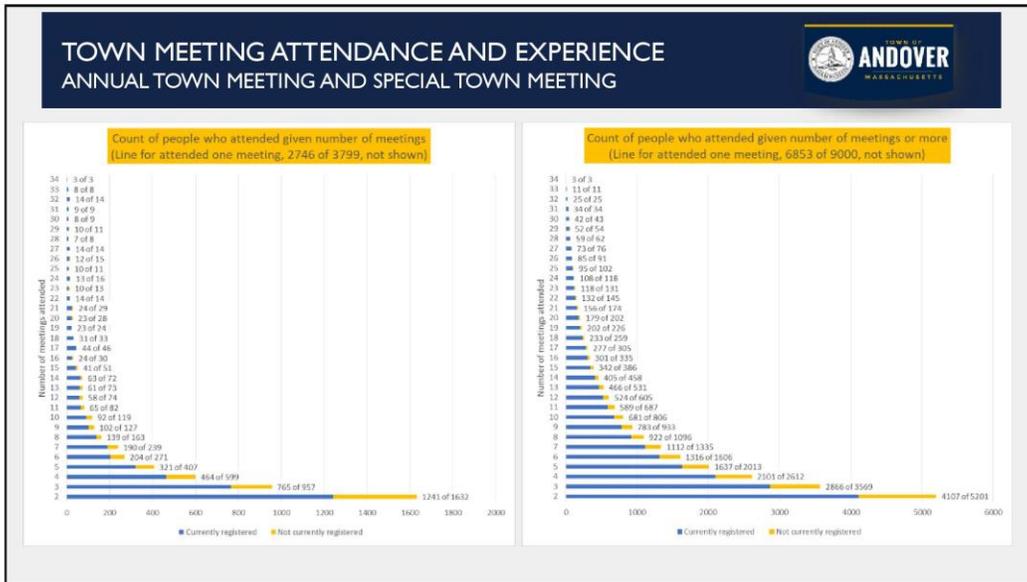
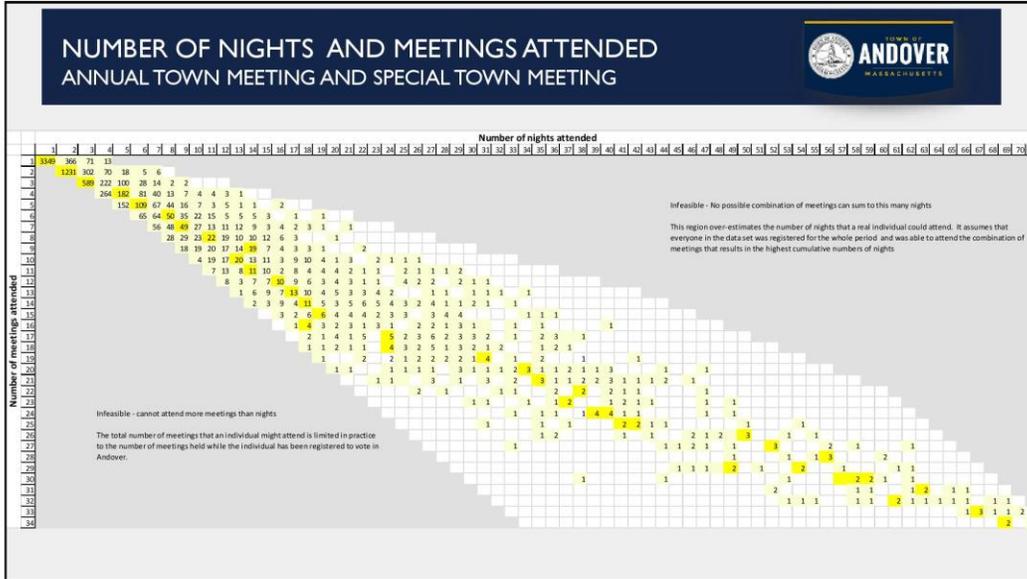


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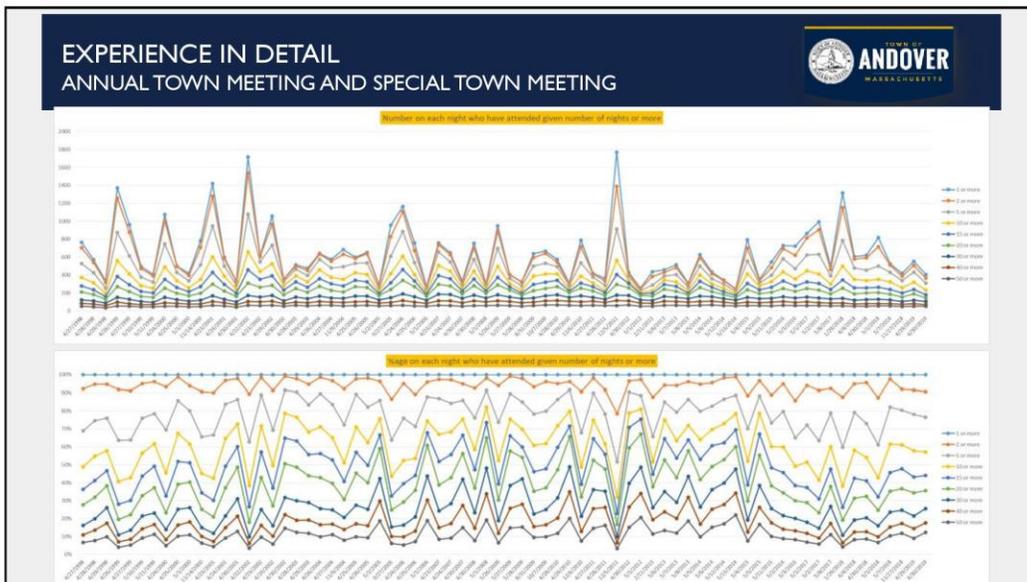
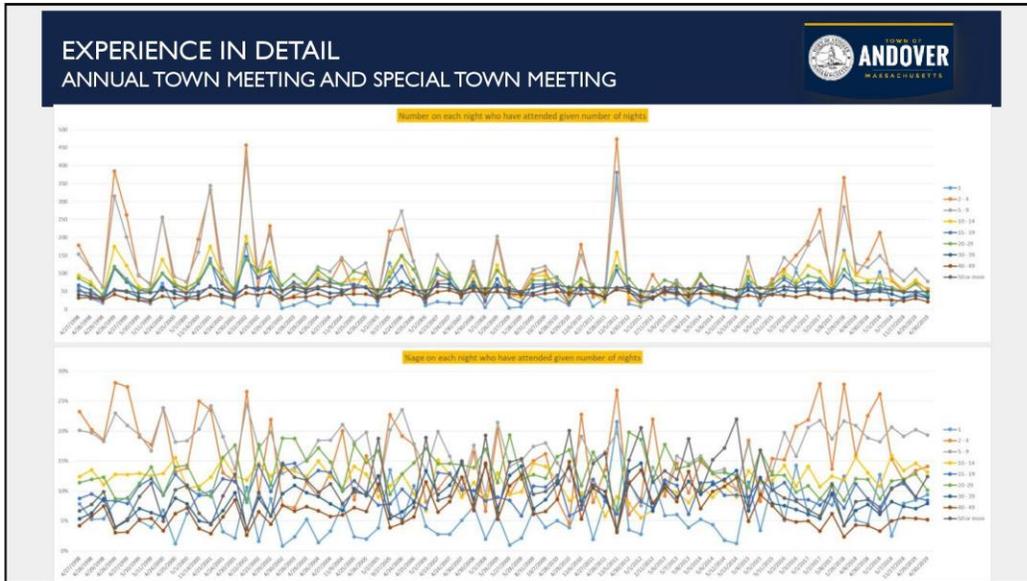


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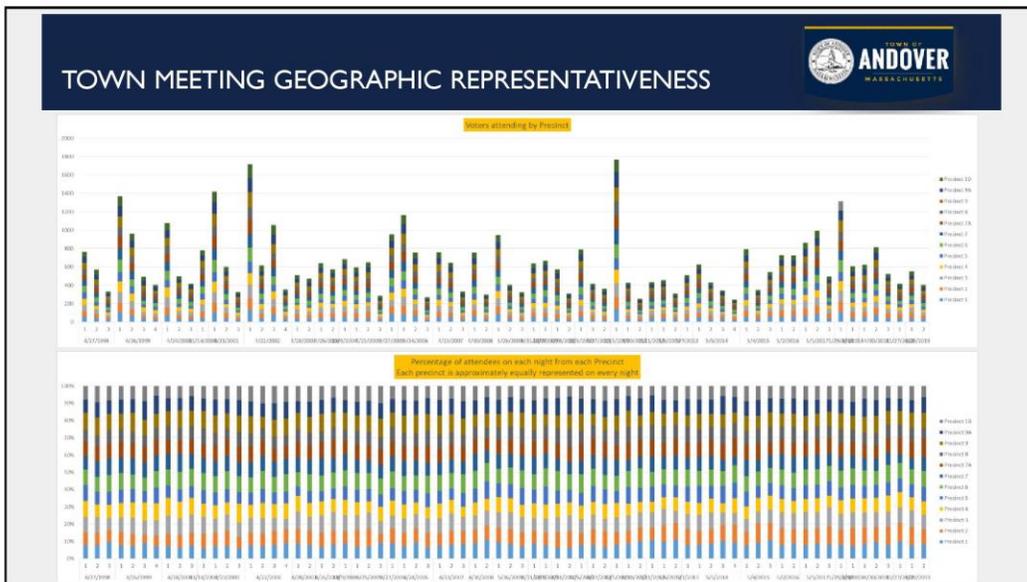


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**TOWN MEETING DEMOGRAPHIC REPRESENTATIVENESS** 

- Precincts are created to be similar in number of voters. Demographics are not considered
- In Andover, Precincts represent substantially different mixes of demographic constituencies
  - For example: No high-density housing in Precinct 7; only recently been constructed in Precinct 5
- We can therefore consider Precincts to be proxies for different demographic mixes
- Precincts are equally represented at Town Meeting (geographic representativeness)
  
- This suggests that different mixes of demographic constituencies are also equally represented

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**MAIN FINDINGS**



- Data covered 1998 through 2019, with 21 Town Elections and 34 Town Meetings (Annual and Special).
- 53864 individuals have been registered to vote in Andover in this period. 14856 (27.6%) have voted in one or more Town Elections. 9000 (16.7%) have attended one or more Town Meetings
- Total attendance across all nights of each Town Meeting ranges from 500 (5% - 6% of electorate) to 2215 people (10.7%)
- Attendance is high at Town Meetings (and even on nights) when “big ticket” Articles are considered, and falls to the 500 baseline if not. Taking this into consideration, attendance is stable year on year in both absolute numbers and proportion of registered voters
- Those attending a Town Meeting have attended 5.1 Town Meetings on average. 800 individuals have attended 10 or more, which equates to about 250 highly experienced attendees at each meeting.
- 3799 voters have only ever attended one Town Meeting. We need to understand why
- The level of representation, as measured by turnout or attendance as the proportion of voters registered, has increased for Town Elections and been stable for Town Meetings as the number of voters registered in Andover has increased
- All precincts are equally represented at Town Meetings, meeting after meeting. Town Meeting is geographically representative. There is no evidence of parochial behavior
- Three people have attended all 34 Town Meetings since 1998. One of these has attended every night (71 in total)

**QUESTIONS?**



### Appendix 3: Draft outline of TGSC Final Report

1. Foreword – by the chair
2. Executive Summary – Highlights process, recommendations for change, recommendation for no change
3. Background & Context –
  - a. History of Andover’s form of government and summary of Andover’s government
  - b. Brief accounting of Andover’s population, geography, economy, and culture.
4. Charge – Articulate charge, how we were created, and what we understand our mission to be.
5. Deliberative Process –
  - a. Phase I: Community input
  - b. Phase II:
    - i. Form of Government study
    - ii. Other issues
  - c. Phase III: Issue Recommendations
  - d. Phase IV: Advise Select Board and Town Meeting
6. Issues Considered, and Issues to be Considered in the Future, and Issue Not Considered
7. Recommendations
8. Appendices –
  - a. Proposed warrant articles
  - b. Data analyzed by committee members
  - c. Data from Paradigm Associates
  - d. Etc.