

TOWN OF WILMINGTON PROTOCOLS FOR THE 2020 ANNUAL TOWN MEETING



DATE: JUNE 27, 2020

START TIME: 9:00 AM

LOCATION: WILMINGTON HIGH SCHOOL SOFTBALL FIELD

In close coordination with requisite Town Officials, the Town Moderator is providing the following procedures in an effort to put forth the information Wilmington voters will need in order to attend and understand the 2020 Annual Town Meeting (hereafter "ATM"). We have formulated a plan aimed at maintaining the democratic ideals that an open town meeting affords its constituency, while also recognizing that the public health crisis is dictating how we can hold our 2020 Annual Town Meeting.

VENUE

- Our 2020 ATM will be held at Wilmington High School, on the softball field (located just off Wildwood Street) under a large tent the Town has procured (it is well established that an outdoor meeting space is more preferable and safer than an indoor space, given the current health climate). Attached hereto you will find a map and layout of the physical meeting location (see "Exhibit A") and a map of the parking that is planned for the event (see "Exhibit B"). We ask that you please familiarize yourself with these attachments, and submit any questions you might have ASAP (you can call the Town Clerk's office and/or you can email the Town Moderator at moderator@wilmingtonma.gov).
- If you need any help getting to and from your vehicles, our public safety officials will be providing vehicles (golf carts, vans, etc.) to assist you.
 - Specifically, Elder Services will be running a van from the Library lots to the softball field parking lot (just off of Wildwood Street). The van will be sanitized between trips. This vehicle will remain running for the duration of the meeting with the air conditioning on to act as a cooling station for any heat emergencies.
- We ask that all those attendees in good health and/or who otherwise can handle a longer walk, please park in the main lot of the High School or at the parking lot abutting the 4th of July Building.

PRE-MEETING PROCEDURES & CHECK-IN

- In an attempt to gauge voter turnout, we ask that you please "RSVP" using this link: [2020 ATM Survey](#). This will help us prepare for the expected crowd, which is especially important this year.
- Contact free check-in will begin at 8:00 A.M. and Voters are asked to line up at each entry point (see "Exhibit A"). Family members (and/or persons sharing the same household) will be allowed to stand together in line (and sit together in pairs of two; again, see "Exhibit A"). Town officials will be ensuring that proper social distancing is maintained during check in and while inside the meeting venue.
- Signage and safety protocols will be posted at both entrances to the meeting venue.

SAFETY PROTOCOLS

- In accordance with the ongoing declared State of Emergency, any person attending the 2020 Annual Town Meeting that is over the age of 5 must wear a face covering (a mask) while in attendance. Any person(s) not able to wear a face covering for medical reasons will be accommodated (as a separate area of the meeting venue will be designated for those not able to wear a face covering for medical reasons). Face coverings should be worn at all times (from the time you exit your vehicle until you are safely back to said vehicle). When a person is addressing the meeting at a microphone, they are permitted to remove their face covering.
- Anyone who is able to wear a mask and refuses to do so will be considered out of compliance.
- If you do not have access to a face covering, please contact the Town (by calling the Town Clerk and/or emailing the Town Moderator at moderator@wilmingtonma.gov) and we will assist you.
- Restrooms will be available at the field house located off the football field. The restrooms are handicap accessible, will be properly sanitized and monitored so as maintain proper social distancing.
- Hand sanitizing stations will be placed throughout the meeting venue.

- Please ensure you bring any food and drink you might require to ensure you are comfortable throughout the meeting. We will allow small coolers to keep water, sports drinks and/or soda cold.

INFORMATIONAL MATERIALS / WARRANTS

- The Warrant for the 2020 Annual Town Meeting is available now on the Town's website here: [2020 Annual Town Meeting Warrant](#). Copies of the Warrant will be made available at the meeting (when you check in you will be provided with copy of the warrant, a voter card and any materials that have been submitted on behalf of the Town and/or petitioners).
- Informative materials relative to specific warrant articles (Town petitioned and resident petitioned) will be posted to the Town's website no less than 48 hours prior to the meeting. Please download these materials to your phone, tablet and/or laptop if you are able to do so and consider bringing those devices to the meeting. All devices must either be put in silent mode or utilize earphones so as not to disturb other attendees.
- No large display visual screens will be available at this year's meeting. However, the venue will have WIFI availability to follow presentations/articles.

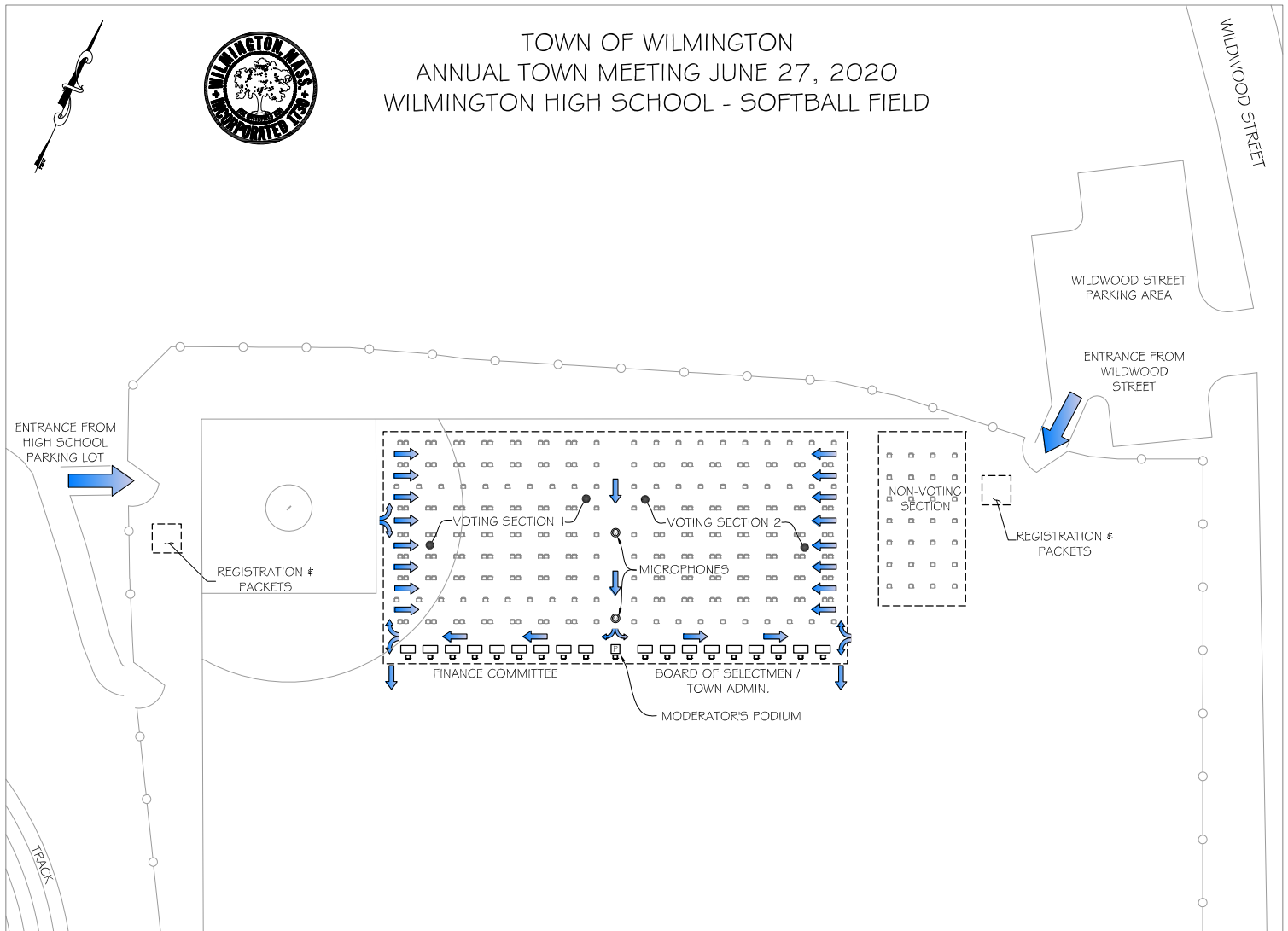
SEATING / MEETING LOGISTICS

- The venue will be properly sanitized before the meeting. Seats will be set up for single attendees or two attendees in the same household. See "Exhibit A" for details.
- We ask that you please remain in your seats at all times except to speak, utilize a rest room, or exit the venue.
- No gathering of people will be allowed at any time.
- All seating will be directly off a dedicated aisle so that no crossing of paths to a seat is necessary.
- All foot traffic will be one way at all times. Traffic flow patterns will be indicated.
- Only registered voters will be allowed in the venue. Non-Voters will NOT be allowed admittance to this year's Annual Town Meeting. However, a non-voter with business at the meeting (a non-voter representing a voter in an official capacity) may be allowed admittance if pre-cleared for attendance by the Moderator and Town Clerk (in accordance with the previously established protocol for admittance of non-voters).

THE MEETING

- The meeting will be conducted as normally as possible given our circumstances.
- We ask all voters to use courtesy in limiting their comment and questions to that are germane to discussion, necessary and non-repetitive. Questions and new information are encouraged for the benefit of the meeting.
- We have, in years past, taken up the budget by department, with such a process being introduced to the meeting via a motion from the chair of the Finance Committee. This year, in an effort to fairly and efficiently take up the budget in light of the public health crisis, the Finance Committee will be bringing forth the budget via a motion that the same be taken up by one vote (an "omnibus vote" on the entire budget). This action (taking the Budget up as one vote) will be subject to the will of the meeting, and thus the first motion brought forth will be for the sole purpose of the meeting approving the aforementioned procedure. If passed (the motion to take up the budget by one vote), the Finance Committee will thereafter bring forth a separate motion that the meeting vote on the total FY 21 budget, with each line considered a separate appropriation (during this second procedural vote, discussion on the various line items, if in order as determined by the Moderator, will be allowed). The effect of this procedure will simply be to reduce the amount of time spent on the procedure of making motions for the passage of the several town department budget allocations. It should be explicitly understood that the budget is still subject to change, by valid motion, on the floor of Town Meeting, as it has been in years past.
- For the first time in our Town Meeting history, we will be using a "consent agenda" for routine and historically non-controversial articles. At this time, the consent agenda will include articles 2,4,35,36,37,38, 40, 42, 43,44,54,55 and 56; we will be taking one vote on the said articles. However, discussion will be allowed relative to any and all articles within the "consent agenda". Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial and routine items; this is commonplace in many towns throughout the Commonwealth, and is being used for the first time in Wilmington in light of the ongoing public health crisis (to fairly and efficiently deal with these articles). The meeting will first be asked to approve the use of the consent agenda, and will then be asked to approve the articles contained within the consent agenda. Should any resident object to the inclusion of any of those articles in the Consent Agenda, they may bring a motion to have the specific article removed therefrom (and if that motion is successful, the article will be taken up as it's own vote).
- Two Microphones will be set up (properly spaced) directly in front of the Moderator. Should you wish to speak, make your way to the microphone closest to you following the designated traffic routes of the meeting venue (being sure not to move backwards down the center aisle – as it is designated for forward progress only). If there appears to be more than five (5) people in line to speak, please wait until the line shortens to less than the said five (5) persons. There will be marked social distancing lines for the queue to speak.
- Face coverings may be removed when speaking (at the microphone and duly acknowledged by the moderator).
- Microphone covers will be provided. Should you plan on speaking more than one time, please be sure to hang on to your microphone cover.
- When the meeting is concluded, public safety officials will direct attendees on how they are to exit the meeting (in an orderly fashion, being sure to maintain proper social distancing).

"Exhibit A"





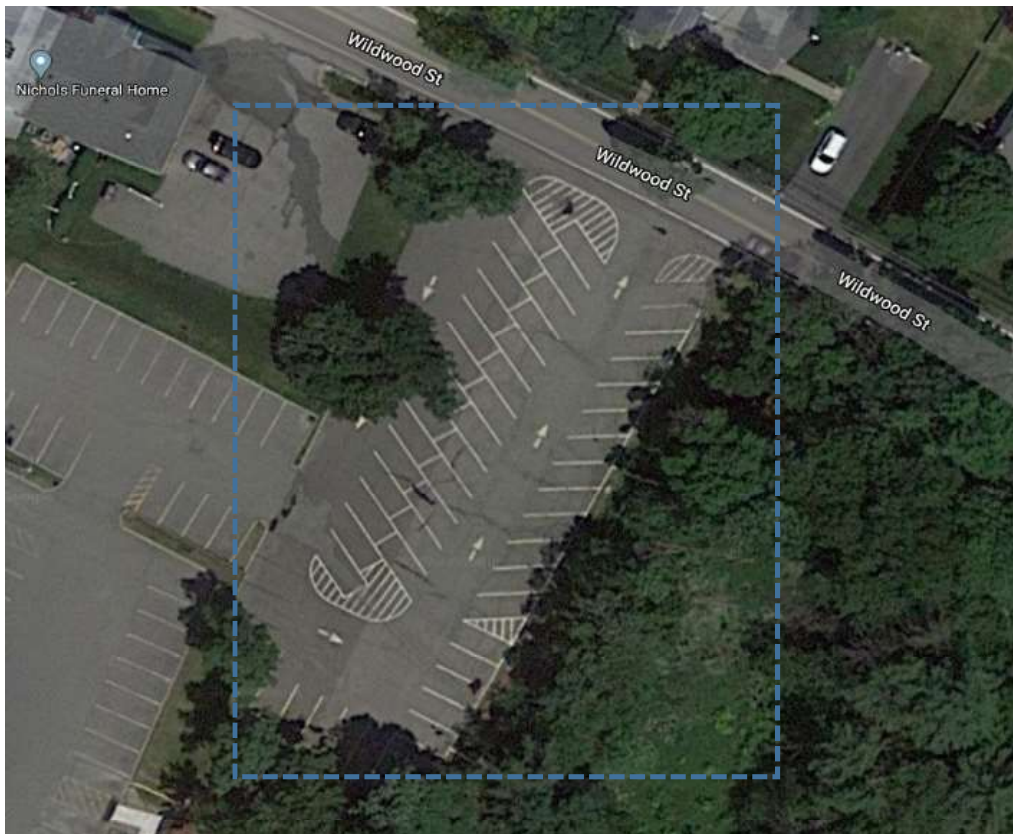
"Exhibit B"

PARKING AT WILDWOOD CEMETERY

46 POTENTIAL CARS AS
SHOWN ON FIRST 3 ROWS
OF CEMETERY ROADWAYS

14 CARS IN EXISTING
WILDWOOD SOFTBALL
FIELD LOT FOR HANDICAP
PARKING

TOTAL CARS: 60



"Exhibit B"

LOWER LIBRARY
PARKING LOT OFF
WILDWOOD STREET

CURRENTLY STRIPED FOR
50 CARS