

**2020 Annual Town Meeting
Outdoor Meeting Framework**

**Scituate High School Multi-Purpose Field
Saturday, June 27, 2020 at 9:00am**

GENERAL

- Please bring your own face covering. All Town Meeting attendees and staff should wear a face covering for the entire Town Meeting, including while waiting in line to register, unless exempted by Governor Baker's Order No. 31 and any guidance issued thereunder. Face coverings should cover each attendee's nose and mouth and fit snugly against the side of the face.
- We encourage attendees to wear closed-toe shoes and to bring sunscreen, water, hats, and/or personal umbrellas for shade. Please note that heels are not allowed on the turf field as they can damage it.
- All attendees will be seated 6 ft. apart.
- Hand sanitizing stations will be available throughout the venue. Microphones will be sanitized after each use.
- Restrooms will be cleaned and sanitized as needed.
- You should not attend Town Meeting if:
 - You are feeling ill or are experiencing any COVID-19 symptoms such as fever (100.3° and above), cough, shortness of breath, or sore throat;
 - You have had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic; or
 - You have been asked to self-isolate or quarantine by your doctor or a local public health official.

PARKING/TRANSPORTATION

- Parking will be available at the High School and Middle School: The parking lot adjacent to the field outside of the Performing Arts Center and Gymnasium, the front parking lot in front of the high school and the Middle School parking lot
- Vehicles should enter at the high school entrance and proceed to the parking lot adjacent to the field.
- Staff will be directed to park at the far side of the far parking lot to allow Town Meeting attendees access to the spots closest to the multi-purpose field.
- The Police Department will work on a more detailed traffic and parking control plan for Town Meeting, including designating handicapped spots closest to the multipurpose field entrances.

ARRIVAL & REGISTRATION

- Please plan on arriving early so that everyone can be checked in prior to the 9:00 am start time.

- All Town Meeting staff will be identified by town identification badges and green polo shirts. Registration will begin at 8:15 am.
- Town Meeting attendees will be able to enter the multi-purpose field at the main entrance adjacent to the parking lot where the ticket booth is located.
- A registration station will be set up at the entrance gate. Registration stations will be staffed by Town employees.
- Staff will use a contact-less computerized check-in system to register voters and attendees.
- Each registration station will have a plastic barrier set up to separate staff from attendees.
- Hand sanitizing stations will be available at each registration station.
- When waiting to register, attendees will queue 6 ft. apart from one another. Tape lines will be placed on the ground in the queue areas every 6 ft. to help maintain social distancing between attendees waiting in line.

SEATING

- Seating will be available on the field surface and in the home side bleachers. 200 seats on the field and an additional 100-180 seats in the bleachers. In the bleachers, every other row will be closed to allow for social distancing.
- Individual seats will be spaced apart by 6 feet as required.
- Attendees will choose their own seats. However, members of the same household will not be able to move chairs to sit directly next to each other on the field. Family members maybe seated together in the bleachers. All chairs must remain 6 ft. apart as set up.
- The Town Moderator, Advisory Committee, Board of Selectmen, Town Clerk, Town Administrator, Finance Director, and Town Counsel team will all sit on the field spaced at least 6 ft. apart.

MEETING PROCEDURES

- Social distancing of at least 6 ft. between attendees, including staff, should be maintained at all times.
- The Town Moderator will move through the meeting with purpose.
- The Special Town Meeting Articles will be considered first, before moving to the Annual Town Meeting Warrant.
- There will be two (2) consent agendas for this Town Meeting;
 - The First Consent Agenda will be articles of a non-controversial or routine nature that will be considered as a package for passage.
 - The Second Consent Agenda will be for articles that are non-budgetary and not of an immediate nature that will be postponed until a later Town Meeting in the fall.
 - The Moderator will read each article number contained in the Consent Agenda(s). Any Town Meeting Attendee may object to an article being in the Consent Agenda(s) at which point that article will be removed from the Consent Agenda to be debated during the normal Town Meeting process.
 - The Moderator will then take a vote on each Consent Agenda.
- Votes will be taken by a voice vote or a show of voting cards. If a hand vote is called, we will conduct the vote the same way we normally would, with tellers being responsible for the votes in individual sections.

- When the meeting concludes, staff will dismiss attendees row by row so that everyone departs in an orderly and socially distanced fashion.
- Attendees will leave one at a time through the same gate(s) they used to enter the multipurpose field, with the additional exit at the far end of the facility by the tennis courts.

AUDIO/VISUAL

- John Capellupo will configure and operate a sound system with speakers and microphones across the multi-purpose field.
- Microphones will be set up at various points on the field for attendees to use to address Town Meeting. Staff will sanitize microphones after each use.
- There will be no screen set up at Town Meeting this year, which means that no live PowerPoint presentations will be possible. Printed handouts for any presentation along with a copy of the Town Warrant and Annual Town Report will be available on the Town Web site and upon check-in at the Town Meeting.
- We urge residents to print their materials in advance bring them to the Town Meeting.

FACILITIES

- Hand sanitizing stations will be available at each registration desk, at each microphone, and spaced periodically throughout the attendee seating area. Signage will be placed throughout the multi-purpose field reminding attendees to practice social distancing and keep their faces covered.
- Attendees will be able to access restrooms in the new concessions facility by the main entrance. Additional facilities will be available in the high school gym. Restrooms will be cleaned and sanitized as needed.
- Residents should plan on bringing water to the Town Meeting to stay hydrated.
- Only water is allowed on the field surface, no coffee, tea or other drinks are allowed on the field.
- Several trash and recycling bins will be available throughout the venue.

ALTERNATIVE PLANS

- Every effort will be made to hold Town Meeting as scheduled. Short of continuous, steady rain, residents should assume that Town Meeting is being conducted.
- In case of inclement weather, a decision will be made by 8:00 am Saturday morning. Notices of postponement will be made to the Town Web site and social media pages, as well as through a reverse 911 call to Town residents.
- The rain date for Town Meeting will be chosen at that time based on the most current weather forecast for the following week.