**Procedures for the 2020 Spring Annual Town Meeting**

**Monday, August 10, 2020 6:00 PM**

(Rain Date, Tuesday, August 11, 2020)

**Dedham High School Field**

Pre- Meeting

1. We ask that members plan on arriving at 5:30 to ease the flow onto the field. Members can use any of the three entry points: next to the HS building, next to the flag pole and parking lot or from the Avery School campus.
2. Only Town Meeting Representatives and town officials will be sitting on the field. All others are invited to sit in the stands.
3. Golf carts will be available to bring those with walking impairments closer to the field.
4. Members are asked to enter the field and go directly to the section designated for their district. Please do not move the chairs; they are set for 6 feet of social distancing.
5. Masks are required. For those unable to wear a mask, a separate seating section will be available.
6. A Comfort Tent will be available for those with medical conditions that require such an accommodation. This tent is not an alternative in the shade for those who do not have an age-related or medical reason.
7. Staff from the Town Clerk’s office will come to you once you are seated, mark you as present and give you a nametag. We will not be using lanyards. If you come late to the meeting there will be a table with your nametag.
8. Please feel free to bring a hat, sunscreen, bug spray, sanitizer, your Warrant Book, smart phone or tablet and cold beverages in an *individually sized* cooler.
9. Please do not gather in groups on the field waiting for the meeting to begin. We realize this will be difficult but we will lose any advantage we gain in having an outdoor, distanced meeting if we gather in groups. Let’s remember why we are doing an outdoor meeting.
10. In the event of questionable weather, a decision will be made by 3:00 PM if we need to use the rain date, which is Tuesday, August 11th. Town Meeting Members will be notified by email if there is a postponement. To insure you are notified, please send your email address to Town Clerk Paul Munchbach at [pmunchbach@dedham-ma.gov](mailto:pmunchbach@dedham-ma.gov). The Town will also use the “Code Red” system to call all residents with updates. Please register your home AND cell phone using this link: <https://public.coderedweb.com/CNE/en-US/CB2984C91756>.
11. The Town Meeting will be held in person. There is not an option to participate virtually for this Meeting, but the Meeting will be shown live on Dedham Cable TV.

During the Meeting

1. We will open the meeting, salute the flag and begin business.
2. The Warrant contains 34 Articles. As previously discussed at the Warrant Review Meeting (the Mini Town Meeting on July 27) the Moderator’s Orientation Session (on July 28) and the Question and Answer Session (on August 6) you will be asked to defer 23 Articles to the November Town Meeting leaving 11 Articles to be debated and voted on. The goal is to make this meeting, on a football field in August, as comfortable and safe as possible by discussing only the most time sensitive Articles.
3. Those wishing to speak are asked to stand and ask to be recognized as usual. We will be watching for those who want to speak and will have volunteers on the field to assist.
4. When you are recognized, a microphone will be brought to you. The microphone will be on an extended pole. Please do not touch the microphone. It will be cleaned after each speaker.
5. All members will be given a voting card/fan. When a voice vote is called for please call out “Yea” or “Nay” and hold up your fan to make it easier for the Moderator to judge the vote. As always, 7 members may call for a standing vote, 15 for a roll call vote.
6. Any member wishing to present a document must submit it to **Town Hall by 12:00 PM on Monday, August 10**. It will be entered onto the Town web page and members can access the document on their phones or tablets. Please email documents to Assistant Town Manager Nancy Baker at [nbaker@dedham-ma.gov](mailto:nbaker@dedham-ma.gov)
7. There will be a medical tent staffed by Fallon Ambulance personnel for those not feeling well during the meeting. Porta Potties will also be available for a fee (just kidding about that part).
8. The Dedham Commission on Disabilities is working with the Town to provide accommodations. Hearing assistance headsets will be available for the hard of hearing and closed caption system will be available in the Comfort Tent.
9. There will be volunteers and supervisors available during the Meeting wearing vests. If you have any questions or need assistance, please ask one of them.

After the Meeting

1. For the safety of all, we will be asking the members to leave when their district’s number is called. We want to avoid a large crowd leaving together.

Frequently Asked Questions

Please refer to the following link for the most up to date FAQ’s regarding Town Meeting. <https://bit.ly/DedhamTownMeetingFAQ>

Important Meeting Reminder

**Open Question and Answer Session for All**

This year we are adding a third opportunity for members and residents to ask questions about the Warrant and the very different procedures for this year’s Town Meeting. This Q and A session will be held on **Thursday, August 6, 2020** **at 7:00** on Zoom. This session is being held four days before the Town Meeting, which will be held on Monday August 10, 2020 at the Dedham High School Football Field.

Topic: Town Meeting Q&A

Time: Aug 6, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting <https://zoom.us/j/91464915630>

Meeting ID: 914 6491 5630

One tap mobile +13017158592,,91464915630# US (Germantown)

+13126266799,,91464915630# US (Chicago)

Dial by your location +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 900 9128 US (San Jose)

Meeting ID: 914 6491 5630 Find your local number: <https://zoom.us/u/acdkKPNu0s>

Thank you