



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Board of Selectmen
From: Louise Miller, Town Administrator
Date: April 30, 2020
Re: 2020 Annual Town Meeting Discussion Outline

The Town Moderator has signed a 30-day renewal of the extension for 2020 Annual Town Meeting to May 30, 2020 as permitted by Chapter 53 of the Acts of 2020, Section 2.

Based upon the current status of the public health emergency in Massachusetts, it is highly unlikely that the 2020 Annual Town Meeting will occur on May 30, 2020, and there is a strong possibility that the 2020 Annual Town Meeting will not take place prior to the end of the fiscal year on June 30, 2020.

There is currently draft legislation that could allow a virtual town meeting for representative town meetings. There is no similar potential legislative relief for convening open town meetings.

Holding Wayland's open town meeting requires logistical planning around crowd accommodation, which will require that the State lift certain orders and that Wayland voters are comfortable with the procedures to ensure their health and safety. I have reviewed very broadly with staff some of the requirements of holding a Town Meeting in Wayland that require a decision or solution prior to Town Meeting proceeding:

1. Articles
 - a. Determine whether all articles in warrant need to go forward at this time (some communities are reducing the number of articles and proposing that more articles be placed on a consent agenda)
 - b. Determine whether new articles should be added to the warrant (some communities are reopening warrants to add COVID-19 related financial articles)
2. Attendance.
 - a. Data (survey instructs potential attendance levels)
 - b. Fairness of holding a Town Meeting for high-risk individuals
3. Minimum spacing of attendees.
 - a. Determines the number and size of venues (for example: if there is a minimum six-foot around each attendee, multiple venues will need to be planned)
 - b. Determines parking needs and additional transportation requirements (for example: how will/can buses be used for overflow parking)
4. Intake of voters
 - a. Line formations
 - b. Registration workers
5. Facilities
 - a. Elevators
 - b. Restrooms
 - c. Corridors
 - d. Doors
 - e. Tables and Chairs

6. Voting and Other Equipment
7. Consequences of not holding a town meeting prior to June 30, 2020
 - a. Capital projects that need to be completed during the summer of 2020 and funded in the warrant cannot proceed (Loker School roof, Route 27 bridge, Happy Hollow kitchen equipment)
 - b. Operating budget for FY2021 is the same as FY2020. The Town will operate on a monthly expenditure schedule approved by DOR.



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MEMORANDUM

To: Board of Selectmen
From: Louise Miller, Town Administrator
Date: May 1, 2020
Re: Annual Town Election – June 9, 2020 Update

Chapter 45 of the Acts of 2020 provides certain accommodations for municipal local elections in response to the COVID-19 public health emergency. Under the statute, the Annual Town Election must take place prior to June 30, 2020. Pursuant to the special statute, the Board of Selectmen voted to postpone the Annual Town Election to June 9, 2020, in consultation with the Town Clerk and the Town Administrator as required. Following the postponement of the Annual Town Election, the Town Clerk and I have been working to determine logistics of the election. I have also conferred with the Police Chief, Fire Chief, DPW Director, Public Buildings Director, Information Technology Director, and Town Counsel. The purpose of this memorandum is to provide an outline of the items that are under review.

The special legislation expanded the allowable methods of voting to:

1. Absentee voting
2. Mail in early voting
3. In person voting at polling locations on election day

Absentee and early voting by mail

1. Efforts will be made to strongly encourage Wayland registered voters to reduce their risk of virus exposure during the election process by voting by mail either through absentee or early voting. Communication regarding how to vote by mail: Detailed information on the specifics of the election and how a voter can request an application for a mail-in absentee or early ballot will be posted on the Town's website, on various web pages, through local news media outlets and WayCam.
2. Voters may drop absentee ballots into a locked drop-box located in the Town Building vestibule. The box is shared with the Treasury Department, but during this time will only be accessed by the Town Clerk every 24 hours (except Saturdays, Sundays, and holidays) so as to provide for a chain of custody for ballot collection. Any ballots retrieved from the drop box will be processed in the same manner as if personally delivered to the Office of the Town Clerk by the voter or received via the United States Postal Service or any other delivery service. Town Counsel is being consulted whether early voting ballots cast can also be hand-delivered rather than accepted by mail delivery only.
3. The Town Clerk has scheduled additional office hours for in-person absentee voting prior to June 9. The Town Clerk's office will be extended to the immediately adjacent outdoor area and in-person from 10:00 am to 2:00 pm on May 15, 16, 22, 23, 29 and 30.

Election Day

1. Polling locations remain the same as printed on the election warrant. These may not change. Town Counsel has been consulted to determine if outdoor voting on election day would be permissible.
2. Polling hours will be 7:00 am to 8:00 pm to allow for the maximum amount of time for people to spread out voting.
3. Election workers are being asked to respond to whether they will work this election. Depending on the response, additional workers will need to be confirmed and trained. Volunteers and staff will also be needed on election day to ensure a smooth voting process. Historically, election workers in Wayland are older individuals many of whom fall in the high-risk category for contracting coronavirus. Regardless of age, any past election worker may work the Annual Town Election. New election workers will receive remote training.
4. All elections workers will be trained on Personal Protection Protocols (PPPs) including proper handwashing techniques, proper mask wearing, use of hand sanitizer, etc. All election workers will be asked whether they have experienced any COVID-19 symptoms or been exposed to anyone with a confirmed case of COVID-19 within 14 days prior to the election. In those cases, they will not be allowed to work in this election.
5. Personal Protection Equipment will be issued to election workers. The precise PPE is currently being reviewed and may change based upon further state and local guidance regarding the status of the COVID-19 pandemic at the time of the election.
6. Management of parking and voting is still under review.

Testing of Election Tabulators

Election tabulators must be tested publicly. The format for such testing is currently under review with the Information Technology Director and the Town Clerk.

Post Election

The Town Clerk will post a remote meeting with the Board of Registrars on Friday, June 12, 2020 to review provisional ballots and challenges, if any.