



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**MEMORANDUM**

To: All Departments and Board/Committee Chairs/Petitioners  
From: Town Administrator's Office  
Date: May 10, 2021  
Re: 2021 Annual Town Meeting Procedure for Handout Distribution

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Due to the ongoing Pandemic and in order to adhere to Health Department Guidelines, the Town will be following the procedure laid out below in order to prevent unnecessary congregation at locations within and around Town Meeting. These procedures must be followed by all parties that are intending to provide handouts at Town Meeting.

**Handout Procedure**

1. Submit any proposed handout for Town Meeting to the Town Moderator, Dennis Berry, at [dberry@wayland.ma.us](mailto:dberry@wayland.ma.us). A draft must be received either by hand, via email, or by mail to the Moderator **by the end of business day on Wednesday, May 12, 2021**

Once given permission by the Town Moderator that your Handout is permissible you may follow the next steps outlined below.

2. Inform the Town Administrator's Office of your intention to provide Handouts at Town Meeting and provide a pdf copy of the handout.
3. Plan on bringing, at minimum, 600 copies of your handouts to Town Meeting on Saturday, May 15, 2021. **You will need to arrive at 10:30am, once gates open.** This is to allow Town staff enough time to organize all handout materials prior to voters arriving.
4. You will then drop off your copies at the Handout Station to be located near the Snack hut. There will be signs indicating where.
5. The Town will then distribute all handout materials at this location to attendees.
6. The Town will store and set up for distribution for Sunday and any subsequent days of Town Meeting.

Any questions or concerns regarding these new procedures can be directed to the Town Administrator's Office, specifically Seath Crandall at [scrandall@wayland.ma.us](mailto:scrandall@wayland.ma.us).