



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: All Departments and Board/Committee Chairs/Petitioners
From: Town Administrator's Office
Date: September 23, 2021
Re: 2021 Special Town Meeting Procedure for Handout Distribution

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. A draft must be received either by hand, via email, or by mail to the Moderator **by the end of business day on Monday, September 27, 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. You may email the copy to scrandall@wayland.ma.us.
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 12:00pm, 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.