

# Be Prepared

If you plan on attending Town Meeting, please be aware of the following:

1. Parking at the High School will be limited to the 475 marked parking and 15 marked handicapped spaces. There will be **NO** parking allowed on any roadway or grass within school grounds. There will be staff on site to assist residents and to help ensure that we utilize each and every space. Carpooling is strongly encouraged.
2. Once the High School parking lots are full, drivers will be directed to offsite parking at Town Hall and other sites, as needed. Buses will transport residents from satellite parking lots to Town Meeting.
3. The doors will open at 5:30pm on Monday and 5:30pm on Tuesday to allow adequate time to check in and receive an electronic voting handset.
4. For everyone's safety, the maximum capacity of the Field House will be monitored and strictly enforced. Non-voters will be asked to go to the Auditorium to provide space for as many voters in the Field House as allowed. If we reach capacity in the Field House, the Auditorium will be opened for voting residents. Residents who arrive after the Field House is full will be directed to the check-in station outside the Auditorium to receive their handsets. The Auditorium will have full two-way audio and visual communications with the proceedings in the Field House. The Moderator has assigned an Assistant Moderator to manage the process in the Auditorium for the duration of each session.
5. Seating in the Field House will be opened in sections, as needed. Public safety officials will open the rows from the front to the back as each section fills up. Please move in to fill each and every available seat. The bleachers will be available at any time.
6. It is important to note that the handsets issued in the Field House will **ONLY** work in the Field House and the handsets issued in the Auditorium will **ONLY** work in the Auditorium. Your vote matters, so please remain in the proper area.
7. If you arrive after Town Meeting has started, please be respectful and keep the noise from conversation to a minimum. Once you have received your handset, please move in to the Field House and find a seat. For everyone's safety, congregating at the entrance and exits will not be allowed.
8. It is very important that you plan to arrive and check in as early as possible. **We recommend that you allow at least 30 minutes to park, be shuttled if needed, and to be checked in and receive your electronic voting remote.** Please note that Town Meeting will not be delayed for residents who arrive late and may be waiting in line when an article important to them comes up for a vote. The welcome teams will do everything reasonably possible to get people in to Town Meeting as swiftly as possible.
9. Fire and Police staff will be on duty each session of Town Meeting. If you have any issues, please seek out one of them for assistance.
10. Questions, concerns, complaints, or requests for information regarding handicap accessibility may be forwarded to Wayland's designated Town Meeting ADA Compliance Coordinator, John Bugbee at (508) 358-6821, fax (508) 358-3627, or [jbugbee@wayland.ma.us](mailto:jbugbee@wayland.ma.us).

If you have specific questions on the logistics or attendance on May 13, 14 and 15 (if necessary), please email the Police Chief, Edward Burman, [eburman@wayland.ma.us](mailto:eburman@wayland.ma.us).