

Commonwealth of Massachusetts, Town of Alford  
Town Moderator, Michael F. Wilcox  
[mfw@mfw.us](mailto:mfw@mfw.us)

**Alford 2020 Town Meeting Checklist**  
as of June 17

I really appreciate all the effort everyone has already put in.

Here are some of the things that need to be done (resolved/executed/discussed):

A letter (email) from the Moderator to all AlfordLink & town website subscribers, to contain, or refer to:

- Protocol for the Town Meeting
  - Rules for attendees (masks required, can bring own chair, etc.)
  - Households may sit together
  - Explanation of Consent Agenda and other ways to shorten Meeting
  - Instructions on how to contact BOH if symptomatic following Meeting
- Links to:
  - The Warrant
  - An annotated explanation of the Warrant
  - A list of Motions (all motions and amendments to be in writing)
  - Physical layout
- A request to people to RSVP as to whether they plan to attend
- Other options for viewing
  - Zoom (live)
  - CTSB (recording for later web availability)

Items that need attention (or are provided here as information):

- Tent (no sides) 30x70 = 2,100 ft<sup>2</sup> = 50 people (2000-2600)
- Parking lot is 40x80 = 3,200 ft<sup>2</sup> = 70 people (2800-3600)
- Possible expansion into the road = 4,500 ft<sup>2</sup> = 100 people (4100-5200)

**Coordination** of various functions/activities:

- Sound system (Jim)
- Video recordings (Tim – Zoom; Will – CTSB)
- Street layout (parking signs, cones, white duct tape to mark one-way aisles, etc.) (TJ)
- Fire Department on hand in case of emergency (Steve/Joe)
- Parking/Directions (at least two volunteers on either end)
- Someone to direct/monitor Pedestrian traffic
- Teller(s) (to count votes; Joan) + Voter Cards (yellow and red)

- Town Hall & Town Offices (bathrooms) will be locked
- Face coverings required – extras on hand (Jayne/Roxanne) [KN95's for workers]
- Hand sanitizers located around mics and strategic places; entrance/exit
- (2) Tables for check-in + (1) for Town Clerk – others as needed
- Guidance from the Mass DPH was of minimal help, using Guide published by Mass Moerators Association

Any and all other suggestions, questions, or volunteers are welcome.