



# Town of Arlington

**John D. Leone, Moderator**

51 Irving St.  
Arlington, Massachusetts 02476  
Telephone: (781) – 648 - 2345  
(781) – 641 - 3546  
**JLeone@town.arlington.ma.us**

October 28, 2020

RE: Town Meeting Procedures  
Zoom/Virtual Town Meeting Credentials  
Nov.16<sup>th</sup>, 2020 – 7:30 p.m. arrival – 8:00 commencement of meeting

Dear Town Meeting Members:


Welcome to the Town of Arlington's upcoming 2020 Virtual Special Town Meeting (VTM). As you are no doubt aware this year's Special Town Meeting will be held Virtually on the VTM Platform and Zoom. We have twenty-five (25) Articles on the Warrant, several Articles have been placed onto a "Consent Agenda", see attached. If your Article is on the Consent Agenda it is the recommend Vote that is being forth. All presentation will be done by way of prerecorded video.

For this VTM we will be providing printed reports of all Committees, Commissions and Boards and proposed motions, amendments and substitute motions to all Town Meeting Members. It is required that all motions, substitute motions and amendments to motions must be submitted no later than *Monday, November 9<sup>th</sup>, 5:00 p.m.* to me at [JLeone@town.arlington.ma.us](mailto:JLeone@town.arlington.ma.us) and to Town Counsel, Doug Heim at [DHeim@town.arlington.ma.us](mailto:DHeim@town.arlington.ma.us), for legal review, a determination of scope and for prior distribution to the other Town Meeting Members. If would like to have a Report, Motion, Substitute Motion or an Amendment included in the packet going out to all Town Meeting Members, please submit 270 copies of your document to the Select Board Office no later than **Thursday, November 5, 2020 at 12:00p.m.**

Non-Town Meeting members who wish to speak must contact the Moderator and provide your written remarks prior to *Friday the 13<sup>th</sup> at 12:00 noon.* Due to the limitations of the VTM Non-Town Meeting Members will not be able address the meeting, however, all such comments will be read to the Meeting.

Prior to the 16<sup>th</sup> you will receive by US Mail your unique logon information. This is for your use only, do not share it with anyone. All future communication will be made via the TMM email list serve. If you have not been sworn in you must contact the Town Clerk prior to November 16<sup>th</sup>, if you have any questions, please contact me.

Sincerely



John D. Leone  
Moderator

## **IMPORTANT DEADLINES:**

Thursday, November 5th, 12:00 noon.

- 270 copies of Reports, Motion or Substitute Motion to be distributed to the Town Meeting Members, must be dropped off at the Select Board Office – **call first**

Monday, November 9<sup>th</sup>, 5:00 p.m.

- all substitute motions and amendments to motions must be submitted
- specific question, or information request of department heads submitted
- *Video Presentations completed and submitted*
- *Picture for webpage submitted*

Friday November 13<sup>th</sup>, 12:00 noon

- Non-Town Meeting members written remarks submitted

## **VTM QUESTIONS AND ANSWERS**

**Q: What can I do to prepare for the upcoming Town Meeting?**

**A:** Here are several things to do to prepare for Town Meeting.

- Attend one of the VTM training sessions and the Mock Meetings to learn the use of the VTM Platform.
- Download and read all of the material that is available at the Town Meeting website, [arlingtonma.gov/townmeeting](http://arlingtonma.gov/townmeeting) , read the materials that will be mailed to you.
- View the video presentations on the Town Meeting website that are usually presented in person.

**Q: What should I do to prepare?**

**A:** Ensure that your computer, either a PC or Mac will work best, are up to date and have the Zoom app downloaded. A laptop or desktop will work much better and are easier to operate than a tablet, *a mobile telephone will be entirely inadequate*. This is due to the constraints of the Platform and the fact that you must be using two applications/windows at once. User experience has shown that it is difficult to jump back and forth between windows on a tablet.

**Q: Who has the right to speak?**

**A:** i) Town Meeting Members have the right to speak once recognized by the Town Moderator. To get recognized, join the Speaker list when you are called upon by the Moderator you will be elevated to a presenter, you will need to unmute your microphone before you can begin speaking.

ii) All presentations are required to be by way of a prerecorded video as there is no opportunity for a live presentation. The video shall not use a dynamic background and the background shall be a plain solid color and devoid of any advertisements or signage of any sort. ACMi has agreed to assist in the filming and uploading of the video presentation. If you wish to make a video you must contact Jeff Munro of ACMi: [Jeff@acmi.tv](mailto:Jeff@acmi.tv) to arrange for your video. The video presentation must be completed and submitted no later than *Wednesday, November 9<sup>th</sup>, 2020*. This link will provide additional information:

<https://docs.google.com/document/d/1sreZVEsOdO7djTEeyUKdjvrvWNJfPA-YXxKqUvHOdAg/edit?usp=sharing>

ii) You will not appear on video, due to internet bandwidth restriction. It is requested that prior to November 9<sup>th</sup> that you send a photograph to: [tinyurl.com/tmmphotos](http://tinyurl.com/tmmphotos) for placement on your login screen and for display when you are speaking.

iii) Non Town Meeting Residents and non-residents must contact the Moderator and provide your written remarks prior to Friday the 13<sup>th</sup> at 12:00 noon. Your comment will be read to the Meeting.