



TOWN OF TOPSFIELD

8 West Common Street, Topsfield, Massachusetts 01983
Telephone 978-887-1500; Fax 978-887-1502

June 15, 2020

Dear Topsfield citizen,

This letter provides information about our Annual Town Meeting and our Town Elections both of which have been affected by concern for your safety in the midst of the Coronavirus pandemic. In summary, the dates for these have been moved from early May to June, and the Town Meeting venue has changed.

	Date	Time	Location	Venue
Annual Town Meeting	Saturday, June 20	8:30am	20 Endicott Road, Boxford	Masconomet Football Field *
Town Election	Thursday, June 25	11:00am to 7:00pm	12 Park Street, Topsfield	St Rose Church Hall

* In the event of inclement weather, the venue will be the Masconomet High School Fieldhouse

Pandemic safety protocols, as well as the change of Town Meeting to an outdoor setting on a football field, mean new procedures for both Town Meeting and Town Elections. Here are the procedures along with some suggestions.

Town Meeting

Saturday, June 20, 2020, Masconomet Football Field beginning at 8:30AM

In the event of inclement weather the meeting will be moved into the Masconomet Fieldhouse adjacent to the football field. Any change will be posted on the Town website (www.Topsfield-ma.gov) prior to the meeting.

- **ARRIVE EARLY:** Parking will begin at 7:00am.
- **PARKING:** Police Officers will direct you to parking locations. Parking closest to the field will be reserved for handicapped parking.
- **PERSONAL PROTECTION:** Maintain “social distancing”, that is, six foot “physical distancing”. Wear a cloth face covering or other type of mask (except those residents unable to, due to a medical condition).
- **REGISTRATION/CHECK-IN:** Staff and signage will direct you to the check-in tables. Social distancing will be maintained while waiting in-line to check-in. At check-in you will be given a colored voting card.
- **SEATING:** Chairs will be positioned for social distancing on the football field in a grid pattern on the grass. Please refrain from moving the chairs. There will also be a designated section on the track in front of the field for those unable to walk safely on the grass. If you require a special chair for health purposes, please bring it with you.
- **MEETING PROCEDURES:** There will be microphones on the field. When speaking, please refrain from touching the microphone and keep your mask on.
- **CONCLUSION OF THE MEETING:** When the meeting is adjourned, residents may exit the field through the gates on either side of the press box. Please remember to maintain social distancing.
- **OTHER INFORMATION:**
 - If you feel sick, please remain at home
 - Please bring the Town Meeting warrant you received in the mail. If you need one, however, extras will be available. Note: An electronic version of the warrant is on the town website.

- Chairs will be provided, however, you may bring your own chair.
- Masks will be available for anyone needing one.
- Bathrooms will be available in the Fieldhouse. When leaving the meeting, bring your colored voting card with you to regain access to the meeting.
- Medical personnel will be on site in tents
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- **SUGGESTIONS:**

- Bring water
- Bring a hat
- Bring an umbrella for shade. (Note: Umbrellas cannot be inserted into the ground.)
- Bring sunscreen and insect repellent

Town Elections

Thursday, June 25, 2020, St. Rose Church Hall – Polls open 11:00AM and close 7:00PM

To inquire about an Early Voting or Absentee ballot, please call the Town Clerk's Office at 978-887-1505.

- All voters coming to the polls should wear a mask. Gloves are optional.
- New pens will be provided at check-in, along with a ballot. It is recommended that voters NOT bring their own pens, as the tabulators are very sensitive and work best with black felt tip markers.
- Poll workers will be wearing masks and gloves. Additional masks and gloves will be available for voters.
- There will be a greeter at the door of the polling place. Only ten people will be allowed in to vote at one time. Those waiting outside should observe physical distancing along the walkway.
- There will be only one voter per voting booth.
- After voting and check-out, insert your ballot in the tabulator and exit as usual.

Significant preparation went into these new procedures for both the Annual Town Meeting and the Town Elections, with the objective of ensuring your safety. We appreciate your acceptance of this year's safety measures and the inconveniences they create.

Lastly, in an effort to ensure a successful Town Meeting, the Board of Selectmen on June 18th will deliberate reducing the legal quorum for this year's Meeting. If you have questions please call the Town Administrator at 978-887-1500.

Sincerely,



John Spencer
Board of Selectmen, Chair

Lynne Bermudez
Board of Selectmen, Vice Chair & Clerk

Kevin Harutunian
Town Administrator

Boyd Jackson
Board of Selectmen, Member

Dick Gandt
Board of Selectmen, Member