

MEMORANDUM

Date: July 03, 2020

To: Town Meeting Members, Virtual Town Meeting Officials/Participants, Residents, taxpayers and interested parties.

From: Frank W. Foss, Town Moderator

CC: Diane Packer, Town Clerk

Subject: 2020 Spring Annual Town Meeting – 7/11/20 Agenda

Please keep in mind that this memo may change solely at the discretion the Moderator.

AGENDA ITEMS w/TIMES

The following are the estimated times that certain activities, actions and motions will occur at 2020 Spring Annual Town Meeting (SATM):

PARTICIPANTS	EVENT	APPROXIMATE TIME
Saturday, July 11, 2020 10:00 AM @ Zoom.com, assemble at Town Hall	Assemble at Town Hall assigned rooms and locations therein.	No later than 9:00 AM
	Allow TM Members to log into Zoom.com and vvoter.com, and view meeting instruction 1 st Page (TBD drafted by Moderator).	Beginning @ 9:00 or 9:30 AM
	Call to Order – Quorum Present	10:00 AM or later once a quorum is present.
	TM votes to approve the use of electronic and telephone conferencing at SATM	10:01 AM or later once the Moderator calls the meeting to order.
	Attendance	10:10 AM or immediately following TM approval vote.
	Moderator opening remarks including Warrant service, Oath of Office, Pledge of Allegiance, Moment of Silence, Meeting Officials, (seating) Location for all in Zoom.com, Virtual viewing	10:20 AM or following attendance.

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Continued	options, Reading of the rules and TM consent/vote, CAM votes, Submitting votes and resolutions, Test voting if necessary, Level set meeting re: remaining agenda items/articles, and resolutions.	
	State of the Town & FY20 & FY21 Overviews (not to exceed 20 minutes), NPS spending plan, bus fee appropriation and capital proposed appropriations (not to exceed 20 minutes), Department spending plan and capital proposal vignettes (2 minutes each - total time not to exceed 45 minutes)	On or about 10:55 AM
	½ hour Break	On or about 12:20 PM
	Article 6 – Debate	On or about 1:00 PM
	Article 8, – Debate	On or about 1:15 PM
	Article 10 – Debate	On or about 2:35 PM
	Article 12 – Debate	On or about 2:50 PM
	Break	On or about 3:05 PM
	Articles removed from CAM	On or about 3:35 PM
	Moderator comments – Thanks, etc.,	On or about 3:55 PM
	Adjournment/Dissolution	On or about 4:00 PM