Town of Southwick  
Town Moderator

Special Town Meeting,  
Monday, March 23, 2020 @ 6:30 pm  
Southwick Regional School

Meeting will be held as posted in Warrant executed March 2, 2020.

Attendance is open only to registered voters in the Town of Southwick. If you have a high-risk condition as advised by CDC or your physician, PLEASE STAY HOME. Anyone with a fever, coughing, sneezing and/or other active indicator of illness, PLEASE STAY HOME. Please do not bring children or guests who are not registered voters.

Members of the Press and essential Town Officials may attend, consistent with normal Town Meeting protocols.

Social distancing practices will be required for all attendees.

Please do your homework in advance. Please read a copy of Warrant in advance. Explanation of Articles are available from the Town web site www.southwickma.org/stm3.23.20, as well as being broadcast periodically on Channel 15 and is available on YouTube at https://youtu.be/uAHBnkTMKhc.

Please cooperate fully with Police Officers, Town Clerk’s Team and Moderator who will be providing guidance while on site.

Please dress warmly and be prepared with rain gear should we hold the meeting under light precipitation.

Voter Procedure for Monday Night

1. Suggest you arrive 15 minutes earlier than normal. This meeting will start promptly at 6:30.
2. Drive onto school grounds as normal and park in spaces to north of building as you normally would.
3. Walk toward East Parking Lot (aka Student Parking Lot) and look for Town Clerk check-in station.
4. Join the end of the check-in line, maintaining 6-foot distance from next person ahead of you.
5. There will be some folding chairs available if you need one. Standing is preferred but your choice as to what is necessary.
6. Once you are checked in, proceed immediately to the East Parking Lot. Use the drive lanes to walk to an open parking space. Take the first one that is available, standing in middle such that you are at last 6 feet from persons in adjoining space and 6 feet from drive lanes. **One person/one household per parking space.** Please fill in starting from the front of “meeting room” next to school building and proceeding back.
7. Once you are in “your” parking spot, please remain there until close of meeting.
8. You will receive two voting cards when you check in – one for **Aye** and one for **Nay**. These will be used in the event of the need for a counted vote.
9. Once meeting is adjourned, please exit the meeting place in an orderly fashion in single file, 6-feet apart consistent with social distancing protocol.
10. Please watch for Police Officers and let them safely direct traffic from parking lot.
11. While you should not have touched anyone throughout this process, I encourage you to sanitize your hands as soon as practicable once you leave the Meeting.
12. We will post results of Town Meeting on Facebook in timely fashion once Moderator gets home.

**Contingencies**

**Heavy Precipitation** – Should there be a hard rain and/or thunder and lightning, a small group of us will briefly convene the meeting on Monday and quickly vote to postpone it until a time certain consistent with normal Town Meeting procedure. Meeting would then be reconvened on a later night that week with more favorable weather.

**Bathrooms** – The school will be locked and there will be no facilities available. Please plan accordingly.

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**Southwick voters – we can do this!** This plan is based on extraordinary collaboration among the Southwick Police Department, Health Inspector, Town Clerk, Town Counsel, Chief Administrative Officer and Select Board. With your conscientious cooperation, we can efficiently convene this Special Town Meeting and practice social distancing to conduct vital Town Business.

James Putnam II
Town Moderator