



Town of Arlington

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October 27, 2020

Town of Arlington
Attn: Select Board
730 Massachusetts Avenue
Arlington, MA. 02476

RE: 2020 Fall Special Town Meeting

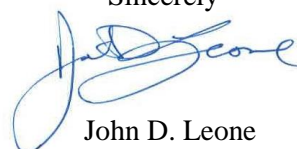
Dear Select Board Members,

In view of the ongoing COVID-19 pandemic and the federal, state and local advisories to practice social distancing and avoid the congregation of crowds, I request approval to conduct Arlington's Special Town Meetings, scheduled to commence November 16, 2020, through remote participation. I propose to use a combination of: (1) the Zoom videoconferencing platform, and (2) an online queuing and voting function developed by ZPato Research of Lexington to facilitate the process of debate.

I certify that, with the assistance of Select Board member Leonard Diggins, Mr. Eric Helmuth, and members of Town staff, I have tested all components of the system described above and am satisfied that this system will enable our meetings to be conducted in substantially the same manner as if they had occurred in person at a physical location. I certify that the system (i) allows the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remote meeting, as well as any other individuals who participate in the meeting; (ii) provides the ability to determine whether a quorum is present; (iii) allows participants to request recognition by the moderator and makes such requests visible to the meeting participants and the public; (iv) allows the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, or raise a point of order or personal privilege; (v) enables the moderator to recognize a town meeting member, town official or other individual and enable that person to speak; (vi) provides the ability to conduct a roll call or electronically recorded vote; (vii) allows any interested members of the public to access the meeting remotely through ACMi for purposes of witnessing the deliberations and actions taken at the town meeting; (viii) allows members of the public to participate in debate through the submission of statements for or against a motion; and (ix) provides for the town meeting to be recorded and available for future viewing. I further confirm that I have consulted with Arlington's Commission on Disability regarding system accessibility.

If you have any questions, please feel free to contact me at your convenience.

Sincerely



John D. Leone