To: Windham Select Board                                                     CC: Meetinghouse Committee

From: Windham Community Organization (WCO)              Date: March 31, 2023

Regarding: Windham Town Meeting, Saturday, May 20, 2023

With regards to plans for Windham’s Town Meeting to be held at the Meetinghouse on May 20th beginning at 10 AM, the WCO would like to recommend the following:

·        Plans should be made to hold the meeting upstairs on the second floor (former sanctuary)

o   This will enable residents to sit comfortably with sufficient space in between individuals to provide some protection from COVID and/or other infectious disease spread

o   The Meetinghouse provides protection from rain, cold and effects of inclement weather

o   May is also black fly season and mosquitoes may be about.  Being indoors will be much better.

o   We have an elevator for individuals who would have difficulty with the stairs.

·        Evaluate several of the windows in the former sanctuary to determine if they could be opened for cross-ventilation purposes in the Meetinghouse

·        Set up a sound system and microphones, similar to what we did for Candidates Meeting last fall.

o   Older individuals who are hard of hearing would have difficulty hearing well enough outside, even if a microphone is provided.

·        Purchase bottles of water enough for 120 people and making them available when people enter the meeting room.

o   You will need to set up recycle bins and encourage participants to recycle the bottles.

o   Bottles will need to be taken to the Transfer Station after the event.

·        Attend to general maintenance of the building before meeting:

o   Provide paper goods

o   Determine how to safely hold cold food until lunchtime

§  Turn on refrigerator in advance of plans to refrigerate any food

o   Organize how food will be served, eaten

o   Clean up first floor afterwards

o   Arrange for carrying any trash and recycling to the Transfer Station after the meeting

o   We recommend that participants be asked to bring their own lunches and eat them on the first floor.

o   The stove cannot be used to heat up or hold food hot.

·        Per the Fire Marshall, the first floor doors (facing the parking lot) will need to be left open because they have not yet been retrofitted to swing outwards.

|  |  |
| --- | --- |
|  |  |