

SELECT BOARD
March 27, 2020 3:00 p.m.
Needham Town Hall
Revised Agenda

Under Governor Baker’s emergency “Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20”, issued March 12, 2020 and in effect until termination of the emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public. The Select Board will hold this meeting as a virtual meeting on Friday, March 30, 2020 at 3:00.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting ID 456-787-317 or use the link <https://zoom.us/j/456787317>.

1.	COVID-19 Update
2.	Consider Delaying the Annual Town Election
3.	Consider Delaying the Annual Town Meeting
4.	Annual Town Meeting Warrant
5.	Discuss Date for Fall Town Meeting



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/27/2020

Agenda Item	COVID 19 Public Health Update
Presenter(s)	Tim McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. McDonald will update the Board on the Town's response to the COVID 19 Pandemic.
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/27/2020

Agenda Item	Postpone 2020 Annual Town Election
Presenter(s)	Kate Fitzpatrick, Town Manager Tedi Eaton, Town Clerk

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager and the Town Clerk will recommend that the Select Board postpone the Annual Town Election to Tuesday May 26, 2020.</p> <p>On March 23, 2020 the Governor signed An Act Granting Authority to Postpone 2020 Municipal Elections in the Commonwealth and Increase Voting Options in Response to the Declaration of Emergency to Respond to COVID 19. The law requires the Town to post public notice of the postponed election and rescheduled election date on its website and to broadly publicize the postponement and rescheduling.</p> <p>The law also establishes a new voter registration deadline of 8:00 p.m. on the 10th day before the rescheduled election, authorizes the Town to reuse election materials, and provides for two alternatives to voting in person:</p> <ul style="list-style-type: none">• The law allows any person taking precaution related to COVID-19 to vote by absentee ballot.• The law provides for early voting by mail.	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Select Board vote to postpone the 2020 Annual Town Election, currently scheduled for April 14, 2020, to May 26, 2020.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Chapter 45 of the Acts of 2020</p>	

Chapter 45
of the Acts of 2020

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT GRANTING AUTHORITY TO POSTPONE 2020 MUNICIPAL ELECTIONS IN THE COMMONWEALTH AND INCREASE VOTING OPTIONS IN RESPONSE TO THE DECLARATION OF EMERGENCY TO RESPOND TO COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the governor's declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to the contrary, a city or town with a municipal caucus or annual or special municipal election scheduled between the effective date of this act and May 30, 2020, may postpone such municipal caucus or municipal election in accordance with this act.

The select board, town council, board of registrars or city council of the city or town may vote on any day prior to the date of their scheduled municipal caucus or municipal election to postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020. Such rescheduled caucus or election shall be held in accordance with all applicable election laws except as otherwise provided in this act.

(b) The select board, town council or city council of a city or town postponing a municipal caucus or municipal election pursuant to this act shall, following consultation with the local election official and the chief operating officer of the municipality as to logistics and feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the vote of the select board, town council or city council and a sample ballot shall be placed on the official municipal website not later than 20 days before the date to which the rescheduled caucus or election has been postponed. Notice of such action shall be provided to the public in other ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and to cast ballots therein. The notice may include, but shall not be limited to, a "reverse-911" call, municipal list-serve notifications, advertisement on local cable television or issuance of a press release sent to local news media.

SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any other general or special law to the contrary, any eligible voter may vote early by mail for any annual or special municipal or state election held on or before June 30, 2020.

(b) Any qualified voter wanting to early vote by mail may file with their local election official an application for an early voting ballot. Any form of written communication evidencing a desire to have an early voting ballot be sent for use for voting at an election shall be given the same effect as an application made in the form prescribed by the state secretary. Local election officials shall send early voting by mail ballots to those who have applied as soon as ballots are available. No application shall be deemed to be seasonably filed unless it is received in the office of the local election official before noon on the last business day before the date on which the rescheduled election is held.

(c) Local election officials may substitute absentee ballots for early voting ballots for those voters requesting to vote early by mail in municipal elections. An early voting ballot or absentee ballot substituted for an early voting ballot, along with an envelope bearing an affidavit as set forth in section 25B of chapter 54 of the General Laws, shall be provided to each qualified voter who participates in early voting by mail.

(d) The local election officials shall cause to be placed on the voting lists opposite the name of a qualified voter who participates in early voting the letters "EV" designating an early voter.

(e) The counting of early voting ballots shall be consistent with section 25B of chapter 54 of the General Laws and implemented regulations to the extent practicable. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

(f) All early voting ballots voted by mail shall be received by the town clerk before the hour fixed for closing the polls on the date on which the rescheduled election is held. Early voting ballots cast under the authority of this section shall be processed at the polls in a manner consistent with that set forth in said section 25B of said chapter 54.

House of Representatives, March 23, 2020.

Preamble adopted,

 Speaker.

In Senate, March 23, 2020.

Preamble adopted,

 , President.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/27/2020

Agenda Item	Postpone 2020 Annual Town Meeting
Presenter(s)	Kate Fitzpatrick, Town Manager Tedi Eaton, Town Clerk

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager and the Town Clerk will ask the Select Board to recommend the postponement of the Annual Town Meeting to June 8, 2020. Action by the Legislature and the Governor may be required to implement this recommendation.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> It is the recommendation of the Select Board that the Annual Town Meeting be postponed until June 8, 2020.</p>	
3.	BACK UP INFORMATION ATTACHED



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/27/2020

Agenda Item	Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will recommend that the Board consider postponing certain articles contained in the Annual Town Meeting Warrant until the Special Town Meeting next fall.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Board vote to remove the following articles from the 2020 Annual Town Meeting Warrant: _____.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Memo to Kate Fitzpatrick from Dave Davison regarding Annual Town Meeting Warrant Articles, dated March 24, 2020.</p>	

Memorandum

To: Kate Fitzpatrick, Town Manager
From: David Davison, Assistant Town Manager/Director of Finance
Date: March 27, 2020
Re: Annual Town Meeting Warrant Articles

Below is a list of articles that should be considered for deferral until a special town meeting in the fall of 2020. Some of the articles require a public hearing before a funding recommendation may be made, specifically the community preservation act articles, some articles the proponent may not be ready to present because their focus is on the COVID-19 response, and others do not require a vote this spring to maintain the planned action.

Article 9	Town-Owned Land Surveys
Article 11	Billing and Collection Software Application
Article 20	Transportation Improvement Fees
Article 24	First Baptist Church Porch Preservation
Article 25	First Parish Church Steeple
Article 26	Needham Community Farm Growing Bed Expansion
Article 27	Trail Identification Design
Article 28	Walker Pond Restoration and Preservation
Article 29	Claxton Field Lights and Skin Renovation Design
Article 30	Resurfacing the Synthetic Track at DeFazio Complex
Article 31	Community Preservation Fund (CPC Administration Budget, Annual Reserves, Required Reserves)
Article 35	Pollard School Air Conditioning System Design
Article 38	Athletic Facility Improvement Fund
Article 39	Capital Improvement Fund
Article 40	Capital Facility Fund



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/27/2020

Agenda Item	Set Special Town Meeting Date
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will recommend that the Board set the date for the fall Special Town Meeting on Wednesday October 7, 2020.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Suggested Motion:</i> That the Board vote to call for a Special Town Meeting to be held on Wednesday October 7, 2020.
3.	BACK UP INFORMATION ATTACHED