

SELECT BOARD
April 3, 2020 3:00 p.m.
Needham Town Hall
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, April 1, 2020 at 3:00. No public participation is contemplated for this meeting.

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 607 456 201 or click the link below to join the webinar: <https://zoom.us/j/607456201>.

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| 1. | COVID-19 Update – Emergency Operations Center and Health & Human Services <ul style="list-style-type: none"> • Tim McDonald, Director of Health & Human Services |
| 2. | COVID-19 Update – Continuity of Operations <ul style="list-style-type: none"> • Kate Fitzpatrick, Town Manager |
| 3. | April Select Board Meetings |
| 4. | Call for Fall Town Meeting |

CONSENT AGENDA

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| 1. | Approve Minutes of March 10, March 13, March 24 and March 27, 2020 (open session) and March 10, 2020 (Executive Session) |
| 2. | Grant extension of Spring Licenses (issued by Select Board due to Expire on April 30, 2020) until July 1, 2020. |
| 3. | Accept the following donations to the Towns: \$100 worth of surgical masks from the Chinese Friends of Needham and \$532 worth of gloves from the Needham Exchange Club. |



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

MEETING DATE: 04/03/2020

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| Agenda Item | April Board Meeting |
| Presenter(s) | Kate Fitzpatrick, Town Manager |

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| 1. | BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED |
| | The Town Manager will recommend that the Board change its first meeting in April from Wednesday, April 15, 2020 to Tuesday, April 14, 2020. |
| 2. | VOTE REQUIRED BY SELECT BOARD |
| | <i>Suggested Motion:</i> That the Board vote to Board change its first meeting in April from Wednesday, April 15, 2020 to Tuesday, April 14, 2020. |
| 3. | BACK UP INFORMATION ATTACHED |
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**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 04/03/2020

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

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| 1. | BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED |
| <p>The Town Manager will recommend that the Board set the date for the fall Special Town Meeting as Monday, October 5, 2020 with a possible second night on Wednesday October 7, 2020.</p> | |
| 2. | VOTE REQUIRED BY SELECT BOARD |
| <p><i>Suggested Motion:</i> That the Board vote to call for a Special Town Meeting to be held on Monday, October 5, 2020 with a possible second night on Wednesday October 7, 2020.</p> | |
| 3. | BACK UP INFORMATION ATTACHED |
| | |

**Town of Needham
Select Board
Minutes for March 10, 2020
Needham Town Hall
Select Board's Chamber**

6:15 p.m. Executive Session: (Exception 3: Potential Litigation & Collective Bargaining)

A meeting of the Select Board was convened by Chairman John Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Assistant Town Manager Dave Davison. Town Manager Kate Fitzpatrick and Select Board member Marianne B. Cooley were not present. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

Motion by Mr. Handel that the Select Board vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Second: Mr. Borrelli. Unanimously approved 4-0.

6:45 p.m. Informal Meeting with Citizens: No activity.

7:00 p.m. The public portion of the Select Board meeting of March 10, 2020, was convened by Chairman John Bulian.

7:00 p.m. Proclamation Needham Community Council:
Mr. Bulian read a proclamation recognizing the Needham Community Council on its 90 years of service.

Motion by Mr. Handel that the Select Board approve and sign a proclamation recognizing the Needham Community Council for its 90 years of service to the residents of the Town of Needham.

Second: Mr. Borrelli. Unanimously approved 4-0.

7:02 p.m. COVID-19 Public Health Update:
Timothy McDonald, Director of Health and Human Services gave the Board an update on the Town's response to COVID-19. He said a State of Emergency was declared today by Governor Baker. Mr. McDonald commented on the latest guidance from the Massachusetts Department of Public Health and the Centers for Disease Control. It is recommended a 14-day quarantine for anyone returning from Italy, South Korea, Japan, China, or Iran. He said the senior citizen population, and people with underlying health conditions are most at risk. A handout was given to the Board titled "Stop the Spread of Germs." Mr. McDonald encouraged the public

to avoid close contact with sick people and to stay home when sick. He said the symptoms of COVID-19 are fever, shortness of breath, or cough. Mr. McDonald said Needham's building and maintenance department will be cleaning town buildings and schools more frequently, focusing on high contact surfaces (doorknobs, railings, bathroom fixtures). He encouraged people to wash hands frequently with warm water and soap for 20 seconds or more. He said Needham has activated its Emergency Response Plan and is coordinating with the Superintendent of Needham Public Schools, religious organizations etc., to make sure the latest information is up to date and consistent. He asked the public to focus on the guidance from the town.

Mr. Bulian said people must take personal responsibility to prevent the spread of the disease. He asked about community gatherings and meetings. Mr. McDonald said some types of large gatherings, travel, and non-essential meetings will be reduced to stop the risk of infection.

Mr. Handel asked about the Center at the Heights and where residents can find the latest information and testing kits. Mr. McDonald said residents can check the Town's website, and, if they feel sick, to call their primary care physician who will assess the situation and recommend testing if necessary.

Mr. Borrelli asked about school coordination and trips abroad. Mr. McDonald said he is in daily contact with the school superintendent who will make appropriate decisions regarding school travel, sports, and large gatherings. He noted the Governor strongly discouraged people from international travel.

Mr. Matthews commented on further guidance coming from the Town. Mr. McDonald said people should practice common sense distancing techniques, and that further guidance will be forthcoming on large scale meetings and gatherings.

Mr. Bulian asked residents to enroll in the Town's emergency alert system by texting "Needham" to 67283 and to go to needhamma.gov for more information.

Mr. Davison said the Select Board may soon be asked to approve and allow temporary remote participation by members of some committees and boards.

The Board thanked Mr. McDonald for the update.

7:24 p.m.

Solarize Needham Update:

Paul Dellaripa of Solarize Needham updated the Board on the status of the program. A PowerPoint presentation was viewed. Mr. Dellaripa gave a brief background of the program, commenting on greenhouse gas emissions related to transportation, electricity, industry, commercial and residential, and agriculture. Mr. Dellaripa said there are currently 450 homes in Needham with solar PV, with potential for another 450 more homes. He said interested homeowners and more homes

appropriate for solar energy have been identified. Mr. Dellaripa commented on the Solarize Plus Needham Team, marketing and outreach efforts. He discussed challenges including a relatively short campaign (ending April 30th), awareness, making contact with homeowners, motivating them to take action, and challenges for the heat pump program. He talked about the future of the program.

Discussion ensued on cost, outlay, payback period, and heat pumps.

Mr. Handel said education and promotion after the program ends on April 30th would be beneficial.

Mr. Matthews asked about initiatives in neighboring towns. He said it would be helpful to see specific examples of things other towns are doing to help build public support and consensus.

Mr. Bulian said the initiative has helped build awareness of solar energy in Needham.

Mr. Matthews said dealing with human caused climate change will take a lot of work all around the world.

The Board thanked Mr. Dellaripa for the update.

7:45 p.m.

Cable License Renewal Process:

Sandy Cincotta, Support Services Manager spoke with the Board regarding renewal licenses with all three cable television providers in Needham expiring in calendar year 2022: RCN expires 7/9/2022, Verizon expires 8/14/2022, and Comcast expires 12/17/2022. She said the Town has engaged Attorney Peter Epstein, Epstein and August, LLP., to advise on the license renewal process for the three companies at the same time. Ms. Cincotta said as part of the license renewal process, each company should provide to the Town a letter stating they want to start the process of renewing their license. She said, thus far, letters have been received from RCN and Verizon. A letter from Comcast is expected within the next three months. Ms. Cincotta said she has worked with the Town Manager to engage with Attorney Epstein on the renewal process to renew the licenses at the same time. As part of the process, Ms. Cincotta asked the Select Board authorize the Town Manager to sign and send acknowledgement letters to RCN, Verizon, and Comcast. Ms. Cincotta said ascertainment hearings will be held in the fall and spring.

Motion by Mr. Handel that the Select Board authorize the Town Manager to sign and send acknowledgement letters to RCN, Comcast, and Verizon.

Second: Mr. Borrelli. Unanimously approved 4-0.

7:47 p.m.

Property Tax Assistance Program:

Members of the Property Tax Assistance Committee & Taxation Aid Committee including Elizabeth Handler, Chair, Paul Dawson, Jill Kahn, Helen Newton, Evelyn

Poness, and Rick Zimbone appeared before the Board to discuss the Property Tax Assistance Program.

Ms. Handler referred to a memo titled “Property Tax Aid to the Elderly and Disabled and Property Tax Assistance Committees” dated February 3, 2020.

Mr. Zimbone thanked the Select Board for the opportunity to talk about the property tax assistance program. He referenced discussion from a year ago when increasing the amount of funding for the program was contemplated. He said at that time a request for \$50,000 was made, however the Select Board asked for additional data to support the request. Mr. Zimbone said data from the last three years is provided, saying the number of awards has been increasing much faster than available funding, causing the average award amount to drop. Mr. Zimbone commented on senior citizen income relative to home prices is a driving force for people applying for assistance. He asked the Board to consider increased funding of \$50,000, as it is anticipated there will be more applications this year.

Mr. Matthews said the information is helpful and he would like to see the voluntary contributions increase. He asked what is the metric in deciding the proper contribution? Mr. Zimbone said based on the trend, the numbers will continue to increase as there are many folks who have not applied for assistance. He commented the funding amount should be addressed on an annual basis.

Mr. Borrelli commented the trends showing the average award is decreasing, saying the average award in 2017 was \$1,233 and now it is half that number. He said the Town should try to get people back to at least that average amount. He said he is sympathetic and wants people to be able to stay in their home, and a benefit should be given and substantial enough to those in need. He said increasing voluntary contributions should be a focus.

Ms. Poness said applications are being accepted. She noted current market conditions, saying many people depend on income from investments.

Mr. Handel said all factors should be considered so that people can stay in the community.

Mr. Bulian agreed with comments; however, he does not believe the program should be used in a way to make up for people's personal investing decisions. He said he likes the program and appreciates the work of the committee.

Mr. Zimbone said income and assets are considered when an application is received. He said the program is for folks with a small pension who may also rely on social security.

The Board thanked the committee for their work and said the program is helpful to people who need it.

8:06 p.m. Town Manager:
David Davison, Assistant Town Manager appeared before the Board with 3 items to discuss:

1. Minuteman School Update

Mr. Davison told the Board he is pleased to report the new school is a success. He said enrollment numbers are higher than some skeptics believed were achievable. Mr. Davison said enrollment stands at 604 students, up from 521 a year ago, noting the figure includes the withdrawal of the Town of Belmont. He said Needham's enrollment is 24 students this year, up from 21 students last year. He encouraged the Select Board to tour the building if they haven't already done so and that the facility meets the demands of the 21st century. He commented the operating budget is up 1.4% for FY2021, mindful of the current year assessment of \$1,084,000. He said part of the reason for a smaller increase was a change in the allocation of assessments to communities being more gradual.

Mr. Matthews said the biggest challenge was getting the enrollment. He said the Town is committed to vocational education even though the number of towns reduced from 16 to 9. He added the district provides outstanding programs.

Discussion ensued on student enrollment and the member agreement.

2. Annual Town Meeting Warrant

Mr. Davison updated the Board on changes to the draft Annual Town Meeting warrant. He highlighted several changes to the warrant since the last version including Article 20 - Appropriate Transportation Improvement Fees, Article 24 - Appropriate for First Baptist Church Preservation and Restoration, Article 26 - Appropriate for Needham Community Farm Growing Bed Expansion, Article 32- Appropriate for General Fund Cash Capital, and Article 41 - Stormwater Stabilization Fund.

The Board thanked Mr. Davison for the update.

8:18 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board votes to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1. Approve a date change for the Jog Your memory 5K event to be held on September 13, 2020 instead of the originally approved date of September 20, 2020.**
- 2.* Approve open session minutes of December 13, 2019 and February 25, 2020.**

3. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$1000 from New Year's Needham Inc and \$10 anonymous cash donation.
- 4.* Approve a Road Event form from Melissa Lasonde of Needham Baseball and Softball, to hold its opening day parade in Needham on May 3, 2020 from 7:30 a.m. to 12:00 p.m. The route of the parade was approved by the following departments: DPW, Police, Fire, and Park and Recreation.
- 5.* Approve a One Day Special Wines & Malt Beverages License for Richard Lunetta, of the Needham Exchange Club, to host its Biannual Business Meeting on April 16, 2020 from 6:00 p.m. to 9:30 p.m. The event will be held in the Memorial Park Field House, 92 Rosemary Street, Needham.
- 6.* Approve a One Day Special Wines & Malt Beverages License for Sandra Robinson, of the Needham Community Council to host its Needham Community Council 90th Open House event on Tuesday, March 31, 2020 from 5:00 p.m. to 9:00 p.m. The event will be held at the Needham History Center & Museum, 1147 Central Avenue, Needham, MA.
7. Accept a \$34.22 donation made to the Needham Health Division's Substance Prevention Alliance of Needham (SPAN) from the Farm Grill & Rotisserie in Newton, MA.
8. Accept the following donations made to Needham Youth & Family Services to be used towards future Youth & Family Services programs: \$25 from the Hulbert family; and \$25 from the Maffeo family.
9. Accept a \$50 donation made to Needham Youth & Family Services towards the Wearing Confidence: Girls Group program from the Fisch family.
10. Accept a \$850 donation made to Needham Youth & Family Services from the Needham Community Council. The money is to be used towards supplies for the Project VAN: Volunteers Around Needham program.
- 11.* Water & Sewer Abatement Order #1288.
- 12.* Accept \$15,200 gift from Children's Hospital for the purpose of funding a Parking and Trip Generation Evaluation for Children's Hospital, Founders Park.
13. Grant permission for the following residents to hold block parties:

| Name | Address | Party Location | Party Date | Party Rain Date | Party Time |
|---------------|---------------------|------------------|------------|-----------------|---------------------|
| Celia Carboni | 42 Greenwood Avenue | Greenwood Avenue | 7/18/20 | | 7/19/20 3pm-11pm |

Second: Mr. Borrelli. Unanimously approved 4-0.

3. Highway Commercial 1 Work Plan & Schedule
Mr. Davison presented a proposed work plan and schedule for advancing the Highway Commercial 1 Zoning conversation. He said the Planning Board will

discuss the work plan and schedule at its meeting on March 17th. He commented on Assumptions, given the unique location of the property which is limited to Muzi/Channel 5 site. He said the land use to be studied initially will consist of 50% standard office uses and 50% R&D uses and a minor retail component. He said improving the intersection at Highland Avenue and Gould Street is a goal.

Mr. Borrelli questioned some of the assumptions, commenting further discussion with the Planning Board is necessary. He said a small-scale residential component should be considered, not precluded. He suggested starting with prior zoning than previously drafted and amended, and that he wants more information on the FAR. Mr. Borrelli said much more discussion is needed before moving forward.

Mr. Matthews commented the Assumptions are acceptable but should be prioritized for modern zoning. He said the public must be informed as to why zoning changes are necessary for the area between Highland Avenue and the railroad tracks. He suggested the current document of Assumptions, Plan, and Schedule should be the starting point.

The Board agreed their comments should be shared with the Town Manager.

8:33 p.m. Board Discussion:

1. Committee Reports

Mr. Davison reported that on Monday, March 9, 2020, the Ways and Means Committee held a public hearing on the Health and Human Services budget. He said Representative Garlick, Vice Chair of the committee arranged for the hearing to be held in Powers Hall.

8:35 p.m. Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, March 10, 2020.

Second: Mr. Borrelli. Unanimously approved 4-0.

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham
Select Board
Minutes for March 13, 2020
Needham Town Hall
Select Board's Chamber**

5:15 p.m. A special meeting of the Select Board was convened by Chair John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, David Davison, Assistant Town Manager, and Recording Secretary Mary Hunt. Select Board member Marianne B. Cooley participated by phone. Town Manager, Kate Fitzpatrick was not present. Denise Garlick, State Representative also attended the meeting.

Mr. Bulian said Dan Gutekanst, Schools Superintendent, Tim McDonald, Director of Health and Human Services and other individuals working on the current COVID-19 situation will give an update as it relates to the Town of Needham. He said questions from the general public received by email will also be addressed.

Dave Davison said this meeting is an opportunity for the Select Board and Needham residents to hear the steps the Town and School Department have taken to address COVID-19. Also in attendance was Rebecca Ping, Needham's Emergency Management Administrator and members of the School Committee.

Tim McDonald explained the current situation and plans for Needham and in the Commonwealth. He gave a brief background of COVID-19 saying it is a respiratory illness, spread by droplets. He said the groups most at risk are elderly and people with underlying health conditions including heart and lung disease, and diabetes. He said for many people who do contract COVID-19, 80% of the cases are mild, 20% are acute, and for the high risk groups death is possible. Mr. McDonald showed a PowerPoint presentation. Currently 120 cases are in Massachusetts, a handful being confirmed and the remaining presumptively positive. He commented current testing takes 24-72 hours for a case to be confirmed. Mr. McDonald said the Department of Public Health guidance suggests a quarantine for 14 days for people returning from China, Japan, South Korea, Italy, and Iran. He said commercial testing became available on March 6, 2020 and the Centers for Disease Control is pushing to test as many people as possible. Mr. McDonald said the message to understand is people can do many things to prevent the spread of the virus, including washing hands frequently and social distancing (referring to cancelling non-essential meetings and closing of schools). He said the Town is partnering with schools, religious organizations, non-public schools, private schools, daycare centers, and school nurses. He said school and Town building cleaning is underway with frequent cleaning of high contact surfaces (door handles, railings, faucets). He said Needham has initiated the emergency management structure, working closely with Rebecca Ping, Needham's full time Emergency Manager. The incident command system allows the ability to pull people from their day to day responsibilities to focus

exclusively on responding to COVID-19. He commented on the incident command structure.

Mr. Bulian asked who should people call to get tested? Mr. McDonald said people should contact their primary care physicians who will assess the situation, and not go to emergency departments. He said there is concern the health care systems could be overwhelmed with too many people looking for testing that is in short supply.

Dr. Robert Partridge, Needham Board of Health concurred people should call their primary care physicians. He said as of today there have been changes in testing, as the criteria have been relaxed so more people can be tested. Dr. Partridge commented on levels of patient care.

Mr. Bulian asked what people should do if they test positive for the virus? Mr. McDonald said currently the state considers someone cleared of a confirmed case of COVID-19 if two tests show a negative result. He said it is a challenge as there are not a sufficient number of tests available. Mr. McDonald said for someone with confirmed COVID-19 a mandatory quarantine is in place, enforced by the Public Health Division, and if necessary the Chief of Police. Mr. McDonald said no one has resisted following medical advice.

Mr. Borrelli asked for information on the one positive COVID-19 case in Needham. Mr. McDonald stated it is a balance between protecting public health and protecting medical privacy. He said the infected person is observing the quarantine and in very good health, and fits into the category of someone not able to get tested to prove the illness has passed. Mr. McDonald reiterated there is no known risk of infection from this person to the schools or Town buildings.

Mr. Borrelli asked how the national declaration of emergency, declared by President Trump today, helps the state of Massachusetts and Needham? Mr. McDonald said the keys to containing the spread of infectious disease are strong governmental measures to enforce social distancing, limiting gatherings, cancelling meetings, and reducing travelling, combined with an effective testing regimen. He said these measures help identify people infected, who can then be quarantined. He said more available tests will allow the health and medical system to work to actively contain the virus. He concurred the declaration also releases money to cities, towns, and the Commonwealth.

Mr. Handel said it was also announced today that drive-in testing will become available, noting Target and Walmart have offered space in their parking lots. Mr. Handel asked if the Town could do anything to supplement the availability of space for patient care should the hospital be overwhelmed due to its physical limitations?

Dr. Partridge said a number of hospitals are setting up satellite areas next to their emergency departments so patients can be tested. Mr. McDonald said he spoke with the CEO of Beth Israel Deaconess, Needham who expressed concern for testing capacity and a flow of concerned citizens who are anxious about the disease who may not have symptoms to meet the criteria. He said the volume of people may overwhelm hospitals and other emergency medical/surgical functions that must occur every day. He said the concern most heard was about testing capacity and how the Town could potentially support the hospital in expanding capacity. Mr. McDonald said the Town does not have doctors and support staff for care at a hospital/ambulatory care setting on the payroll, but there is a medical corps of volunteers who can provide some support. He said it is not a simple thing to accomplish. Mr. Handel reiterated it is not just manpower, but the physical space. He asked if potential public space is being identified? Ms. Ping commented as part of emergency management, plans are continually reviewed for sheltering needs and emergency dispensing sites. She commented the Red Cross came to Needham about a month ago to walk through facilities to identify sheltering needs. She noted that the Medical Reserve Corps supplemented health staff to run the flu clinics, where flow and dispensing issues are practiced every year. She acknowledged this scenario is challenging and would require extra resources in planning. She agreed it is best for people who test positive to stay home and work through the illness for as long as their health condition allows.

Mr. Bulian asked what precautions can people take when living in a home with a family member who has tested positive and are quarantined? Mr. McDonald said in some instances a quarantine would be recommended. He said it is important to remember that while COVID-19 is very different from the flu, the method of transmission is the same. Dr. Partridge commented people shed the virus before they clinically know they are ill, so it is likely the virus will spread if you are living in the same house. He said for COVID-19 it is not clear how long shedding occurs before symptoms present.

Mr. McDonald showed a chart indicating the Town and school response thus far. He noted the timeline of the response plan was drafted in February as the issue was identified early on that COVID-19 might be a challenge. Mr. McDonald said Needham has been gearing up its response and is very fortunate to have Ms. Ping, a full-time Emergency Management Administrator. He said the Town and schools have been taking this disease very seriously for a while. He noted planning meetings held with the school superintendent and the decision on how and where to limit, cancel, or recommend restrictions for large gatherings, events, and non-essential meetings.

Dr. Gutekanst thanked Dave Davison, Mr. McDonald, Barbara Singer, Schools Health Services Director, and Alan Stern, School Physician who have all been collaborating on the necessary appropriate steps. He said the community should know that in this instance, things are beyond his expertise, so he has relied on the expert health professionals in Needham, the Centers for Disease Control, and the

World Health Organization for guidance. He commented the Massachusetts State Department of Public Health has not been as helpful as Needham's DPH. He said locally, Needham is in great shape. He acknowledged the work of Rebecca Ping and Cyndi Roy Gonzalez, Public Information Officer who have provided the structure and process in order for the school system to respond to the crisis. He thanked the School Committee and staff. Dr. Gutekanst said this is not the first time Needham has closed schools due to flu, noting schools closed in 1918 for 12 days because of the Spanish flu. Dr. Gutekanst said suspending school impacts people in many ways, particularly special education students and students who are on free and reduced lunch. He said the loss of learning, social, emotional, and nutritional support is of concern. He said on Monday, March 16, 2020 planning with staff, in person and virtually, will take place. He commented on Monday, March 23, 2020 staff will provide some opportunities for students to be connected to teachers and counselors online and in a variety of different ways. He noted school will not be in session, but teachers want to connect with their students and give opportunities of learning, engagement, enrichment, and development. He said the Emery Grover Building and all school buildings will be closed until Monday, March 30. Access to an electronic device or a child's backpack will be available at the schools on Monday, March 16. He said student medication will be returned. Dr. Gutekanst said key staff will continue operations, but staff who are able to work remotely will do so. He said school nurses will work with the Department of Health to volunteer, and nutrition services is working to make sure service is available. He commented building maintenance will be cleaning and disinfecting, asking for the support of Town resources from the Select Board. Dr. Gutekanst commented on the difficulty in practicing social distancing, and discouraged families from having large gatherings. He said the School Committee will meet on Tuesday, March 17, 2020 at 6:00 p.m. to provide an update to the community via live broadcast. He said further updates will be sent to families in the next couple days with plans on how to continue to work together to support children and families.

Mr. Borrelli asked about the school schedule and how to make up the days, referring to possible loss of the April vacation. Dr. Gutekanst said he is certain that the last day of school will be June 25, 2020. He referred to the April break, commenting he would be extremely disappointed to go to all these efforts to keep children safe and keep the virus from spreading only to find hundreds of Needham families are getting on airplanes for vacation. He said right now there are no plans to change April vacation; however the situation is fluid and changing day by day. He concluded that all options are on the table.

Mr. Bulian asked about the status of high school spring athletic programs. Dr. Gutekanst said tryouts have been postponed, however conversations are occurring among the Bay State League schools who are considering cancelling the entire sports season. He said no public events will occur for the foreseeable future.

Mr. Bulian asked about playgrounds and whether they will be open? Mr. Davison commented cleaning playgrounds is not a priority, as efforts are focused elsewhere. He suggested anyone concerned about using a playground should not use it. Mr. McDonald said the best advice for concerned parents is to refrain from using the playground.

Ms. Cooley said new information she heard was that anyone returning from the CDC Level 3 countries (Europe) will be asked to quarantine for two weeks. She said while not mandatory, it is strongly suggested returning travelers stay home for two weeks. She said testing on a person who is asymptomatic is considered not valid, saying people should not seek testing without having symptoms. She referred to the CDC website. Ms. Cooley said a mobile test station is located outside the Metrowest Hospital. She encouraged people to call their primary care physician.

Mr. Borrelli suggested putting tennis nets up for people who want to get outside but still keep distance from others. He asked for advice on visiting the elderly. Mr. McDonald said people should use caution, as the elderly are a high risk group. Mr. McDonald said the best source for information is the CDC or the Massachusetts Department of Health. He said the Town's Public Information Officer will also be sending out press releases.

Mr. Handel asked how the Town continues supporting seniors dependent on the Center at the Heights? Mr. McDonald said steps are being taken for a version of the travelling meals program. He said social workers are doing virtual meetings with clients. He commented, unfortunately, the robust fitness program at the CATH is on hold, however fitness instructors are working with the Needham Channel to tape segments of low impact exercises people can do at home. He said almost all seniors who attend the CATH have registered emergency contact information with the aging services division.

Mr. Bulian asked about life cycle events and religious activities? Mr. McDonald advised that Governor Baker restricted gatherings of 250 people or more. He said it is challenging, suggesting people deviate from their standard practices, understanding changes are for the protection of public health.

Mr. Matthews asked what the public can expect as far as availability of testing? Dr. Partridge said as of today, the ability to test patients has improved dramatically as criteria have been relaxed. He said people will most likely be able to get tested at a hospital or satellite facilities. He commented independent testing centers and drive thru centers could be available in a week or two.

Mr. Matthews said some people who have the virus are asymptomatic, but some people are predisposed to catastrophic outcomes. He asked about the range in between and what the general public can do to help themselves if they contract the

virus? Dr. Partridge said 90% of patients have fever, 70-80% have a cough. He said people should check with their doctor if they get fever or cough.

Mr. Matthews said as he understands it, half the population will contract the virus at some point. He said efforts are now underway to flatten the curve and stop the virus from spreading. He said the public needs to prepare for a 6-12 month response, until a vaccine or antiviral treatment is available. Dr. Partridge said to think in terms of the situation being longer than two weeks.

Ms. Cooley asked what is happening with the Town's lowest wage workers. Mr. Davison said people should expect services to be reduced as day to day business will be restricted. He said the Town is in the process of figuring out how best to provide primary services.

Mr. Bulian inquired about the Town election on April 14th. He asked about absentee ballots to cut down on the number of people going to the polls on Election Day. Mr. Davison said the Town Clerk will remind folks of the options for absentee ballots. He said more disinfectant will be available at polling locations. He reiterated the situation is fluid and everyday there are changes being made by the legislature. He said more remote meeting participation will be allowed. He said Town Meeting remains as planned as there is nothing to suggest a postponement, however options are being considered for all events in late April, May and June.

Denise Garlick, State Representative spoke with the Board saying she was deeply impressed with the Select Board to hold this meeting on a Friday evening. She commended the work of the school superintendent saying the decision to close schools is incredibly difficult. She also recognized the work of Mr. McDonald and the Board of Health and the robust actions taken in this instance showing residents that their safety is of primary concern. Ms. Garlick offered her service and that of Senators Mike Rush and Becca Rausch as a liaison between the state and town. She commented information is fluid and as a member of the state COVID-19 task force to lead the House of Representatives she is in a position to act quickly for the towns she represents. She said veterans of Needham can be a very vulnerable population, but there are resources to be accessed at the state level and through the Needham Housing Authority. She commented on the number of residents with developmental disabilities, encouraging their needs be considered in emergency planning. Ms. Garlick commented on the senior population, saying actions by the Town will show seniors how valuable and cherished they are. She thanked the Board and offered her services and that of the legislative delegation.

Mr. Matthews asked about next steps and when the public will hear more information?

Mr. Bulian said schools will have ongoing communications, and the Board of Health will put out press releases as needed. He said the town staff work as a team.

Mr. Bulian asked residents to check in on each other and monitor friends and family to make sure everyone is ok. He thanked everyone for attending.

6:35 p.m.

Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting on Friday, March, 13, 2020.

Second: Mr. Borrelli. Unanimously approved 4-0.

A list of all documents used at this Select Board meeting are available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham
Select Board
Minutes for March 24, 2020
Needham Town Hall
Powers Hall**

7:00 p.m. A meeting of the Select Board was convened by Chair John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, and Kate Fitzpatrick, Town Manager. Marianne B. Cooley, Select Board member participated by phone. Recording Secretary Mary Hunt recorded via the Needham Channel.

7:00 p.m. COVID-19 Action Update:
Ms. Fitzpatrick reported to the Board the Commonwealth of Massachusetts is reporting 1,159 cases of COVID-19, of which 129 are in Norfolk County. She said 8 active cases and 1 recovered case is in Needham, indicating the number will be updated each Tuesday. She reminded the public the number does not reflect the reality of the situation, strongly encouraging continued social distancing. She stated the Emergency Operations Center at the Rosemary Complex is being staffed by Tim McDonald, Tiffany Zike, Rebecca Ping, and Cyndi Roy Gonzalez, with all other staff working remotely. Ms. Fitzpatrick said efforts promoting social distancing include keeping all staff out of Town buildings, and only allowing people approved by her or Dave Davison, Assistant Town Manager, to enter the building. She said the nursing staff is working overtime answering questions from employees, the public, and businesses. Ms. Fitzpatrick reported the Center at the Heights is now delivering lunches to seniors who regularly ate meals at the CATH. She said the Town has partnered with Trader Joe's delivering weekly essential groceries to those in need. She noted many stores now have a policy allowing seniors and vulnerable residents to shop one-hour prior regular store hours. Ms. Fitzpatrick reported Youth and Family Services is working with Aging Services and students are contacting elderly residents to check on them. She said Cyndi Gonzalez is sending out daily updates via social media (Facebook and Twitter), and a new Coronavirus town web page will open tomorrow. Ms. Fitzpatrick said the RTS remains open; however, the Swap Shop and the scrap metal/electronics areas are closed. She said all commercial hauler stickers will be extended until the end of April 2020 and asked the Select Board to consider voting to allow residents without a sticker the ability to dispose of trash in yellow bags.

Motion by Mr. Borrelli that the Select Board vote to allow residents without an RTS sticker the ability to dispose of trash in yellow bags during the State of Emergency.

Second: Mr. Handel. Unanimously approved 5-0 by roll call vote.

Ms. Fitzpatrick implored the public not to flush anything other than toilet paper to avoid sewer backups. She said the Medical Reserve Corps has had a great turnout of volunteers, noting a person does not need to be a medical professional to sign up

as there are other positions to be filled. Ms. Fitzpatrick said donations to the Gift of Warmth program via the Health Department is a great way for people to help, noting checks can be made out to the Town of Needham Gift of Warmth and sent to or placed in the mailbox at Town Hall. Ms. Fitzpatrick said the Governor approved legislation allowing the Board to move the Town election to a date certain. The Board agreed to discuss the possibility of moving the Town election and Town Meeting at the next Select Board meeting on Friday, March 27, 2020 at 3:00 p.m.

Mr. Matthews surmised if people continue social distancing and following the measures in place by the Governor, there is a possibility within the next 10 days or so, the effect could be taking the slope off the curve of cases or bringing it down quite a bit. Mr. Matthews said people should stay at home and contact their physician, except in extreme cases of illness. He commented people have been very good in complying with the changes. He said while the number of cases is likely to go up, at some point they will start to go down and people must understand it does not mean the situation is not a big deal. He said people must continue following public health guidance.

Mr. Borrelli asked if there is a way Needham can help small businesses? Ms. Fitzpatrick said restaurants with take-out service have been aggressively promoted by the Newton Needham Chamber and some of the relief from the Governor's bill will help small businesses with penalties or late fees.

Mr. Handel said information is key, thanking the Town Manager and staff for their efforts. He suggested residents peruse the town website instead of relying on information from other people. He said misinformation is destructive and counter to getting the situation under control.

Ms. Fitzpatrick asked people to talk to neighbors, particularly those people who do not regularly use Facebook, Twitter, or Instagram, and tell them of the available programs and daily updates.

7:22 p.m.

Public Hearing: Verizon Grant of Location - Noyes Street

Ms. Fitzpatrick said abutters were noticed and asked to send any concerns by email to the Town by 5:00 p.m. She said no questions or concerns had been received as of 7:00p.m. She said all paperwork is in order.

Motion by Mr. Borrelli that the Select Board vote to approve and sign a petition from Verizon New England Inc. and Eversource Energy to place one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98' southeasterly from existing pole, P.5. This work is necessary for a new service.

Second: Mr. Handel. Unanimously approved 5-0 by roll call vote.

7:24 p.m. Open and Continue Public Hearing: Change of Ownership, Beneficial Interest & Manager - Spiga Restaurant, 18 Highland Circle, Needham.
Ms. Fitzpatrick asked the Select Board to open and continue the public hearing for the Change in Ownership, Beneficial Interest & Manager for Spiga Restaurant as there was not sufficient time to re-notice the public hearing. She said written approval from the owners of Spiga agreeing to continue the public hearing until April 15, 2020 was received.

Motion by Mr. Handel that the Select Board vote to continue this public hearing to its April 15, 2020 meeting.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

7:25 p.m. Babson College Scholarships:
Mr. Handel said the Select Board awards scholarships annually to local residents from a fund made available to the Town from Babson College. The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College. Meredith Stover, Director of Financial Aid at Babson College, Board Vice Chair Moe Handel and Sandy Cincotta remotely met recently to review the applications.

Motion by Mr. Handel that the Select Board vote to award the Town of Needham Babson Scholarships to the following applicants: Orin Chulita, Emma Capone, Constantino Silas, and Maria Colon Figueroa.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

Mr. Matthews said the program has been sponsored by Babson College and has benefitted many candidates over the years. He thanked Babson College.

7:27 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

Solid Waste & Disposal

Recycling Advisory Committee

Wells Blanchard (term expires 6/30/2021)

CONSENT AGENDA *=Backup attached

- 1. Accept \$100 donation made to the Needham Health Division's Gift of Warmth Program from Shahin Sagafi, resident of Maryland.**
- 2.* Water and Sewer Abatement #1289.**

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

7:28 p.m. Community Preservation Consultation - Proposals Under Review:
Peter Pingitore, Chair, CPC and Carys Lustig, CPC Liaison spoke with the Board remotely about projects before the CPC for funding this year.

Mr. Pingitore said people who would like more information about the CPC and committee members should go to the Town website. He reviewed the charge of the CPC and the process for reviewing applications. He summarized current projects before the CPC for funding this year include the First Baptist Church Needham, First Parish Church in Needham, Growing Bed Area Expansion, Professional Design Services - Trail Identification, Claxton Field Light & Skin Renovation - Design, and Resurfacing of the Synthetic Track at DeFazio Park.

Discussion ensued on the applications for the First Baptist Church and the First Parish Church, both non-government organizations. Mr. Pingitore said legal counsel is being sought to work through the issue of addressing the permissibility of CPC funds in connection with renovation of a church. He said the goal is that any decision made be in compliance with applicable law. He noted each proponent is being asked to contribute a significant percentage of the budgeted amount for the project and the CPC is looking to enter into agreements to protect their investments with fall back provisions.

Mr. Borrelli commented he wants to make sure the investment by the Town in the First Baptist Church is sound, noting financial information was provided. He commented on the estimate for the First Parish Church and asked if more information is available? Mr. Borrelli asked if these projects will be ready to move forward to Town Meeting or postponed due to the Covid-19 outbreak?

Mr. Pingitore said extensive scrutiny into the financials of the First Baptist Church was done knowing the congregation is small. He said, based on the CPC review, the church has a balanced budget and revenue coming from the daycare center, along with significant reserves. He noted the First Baptist Church has said they would commit to funding a little more than $\frac{2}{3}$'s of the project, with the town's portion being less than 25% of the funding. He said agreements with both churches would be in the nature of "claw back" agreements, but he is unsure if an agreement would be signed at the time of Town Meeting.

Mr. Handel said the criteria outlined for the historic preservation from these two churches is prudent and makes sense as it protects the Town's investment on historical assets of the entire community. He noted the First Parish Church houses the Paul Revere Bell and the church is an historical architectural asset along Great Plain Avenue. He concluded saying the projects are good investments if the legal issues can be solved.

Ms. Cooley said the presentation was helpful. She commented on historical preservation and the town's perspective of what historical preservation dollars are being used for going forward. She said the whole picture and money potentially available for funding is needed.

Mr. Pingitore said the CPC envisions funding to be less than \$150,000 for both projects. He briefly commented on the Emery Grover Building and possible use of CPC funds.

Mr. Bulian said he would like to see requests for funding from private institutions be a percentage of the project total, with a cap. He thanked Mr. Pingitore for his work.

Mr. Pingitore said there are many tools to use for private, non-governmental requests.

7:55 p.m. Open and Continue Public Hearing: Community Stormwater Mitigation Assessment
Ms. Fitzpatrick asked the Select Board vote to open and continue the public hearing until April 15, 2020.

Mr. Bulian opened the hearing and asked for a motion to continue the public hearing to April 15, 2020.

Motion by Mr. Handel that the Select Board vote to open and continue the Public Hearing for the Community Stormwater Mitigation Assessment to April 15, 2020. Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

7:56 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with 4 items to discuss:
1. Approval of Appointment of Assistant Town Manager/Director of Operations
Ms. Fitzpatrick asked the Board to appoint Katie King, the new Assistant Town Manager/Director of Operations. She said many applicants applied for the position. Per the Town Charter, the Select Board must vote to ratify the appointment.
Motion by Mr. Handel that the Select Board vote to approve the appointment of Katie King as Assistant Town Manager/Director of Operations effective June 1, 2020, in accordance with Section 20 (c) of the Town Charter. Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

The Board welcomed Ms. King to Needham and said they look forward to welcoming her at a public meeting in the near future.

2. Open Special Town Meeting Warrant
Ms. Fitzpatrick asked the Select Board to vote to open the Special Town Meeting Warrant for May 11, 2020, recognizing Special Town Meeting may be rescheduled. She reviewed items contained in the Special Town Meeting.

Motion by Mr. Handel that the Select Board vote to open the warrant for the May 11, 2020 Special Town Meeting. Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

3. Approve Memoranda of Agreement with Needham Police Union and Needham Police Superior Officers Association

Ms. Fitzpatrick said the Town has reached agreement with both employee associations for a one-year contract extension and asked for the Board's approval.

Motion by Mr. Handel that the Board approve and sign the Memoranda of Agreement between the Town of Needham and the Needham Police Union and the Needham Police Superior Officers Association.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

4. Complete Streets Prioritization Plan

Ms. Fitzpatrick reviewed the Town's Complete Streets program and asked the Select Board to endorse the Complete Streets Funding Program Project Prioritization Plan document that is due April 1, 2020. If the prioritization plan is approved, the Town may seek funding for construction. Grant applications are due May 1, which gives the Town additional time to consider which project to submit.

Motion by Mr. Borrelli that the Select Board vote to endorse the Complete Streets Funding Program Project Prioritization Plan for submission to MassDOT.

Second: Mr. Handel. Unanimously approved 5-0 by roll call vote.

8:06 p.m.

Board Discussion:

Mr. Borrelli commented on the Tax Assistance Fund, noting the deadline to get the amount into the Warrant. The Board agreed to vote on the amount at their next meeting on Friday, March 27, 2020. Mr. Borrelli said he is inclined to increase the fund amount to \$50,000 based on the recommendation of the committee and especially in light of current world events.

Mr. Bulian said he is concerned as the Town may be called upon to assist people who do not qualify for senior tax relief, recognizing people will be under pressure, with some seniors seeing relief from the government. He said he does not know what requests will be made from the community and what money needs to be available.

Mr. Matthews said the presentation by the committee was very strong. He said there must be a metric for assistance. He said it makes sense to increase the amount to \$50,000 with the understanding it is the last big jump for the program as it moves to an inflation adjusted basis going forward. He commented private sector contributions must be built up in the next year.

Mr. Bulian said the next Select Board meeting will be by ZOOM on Friday, March 27, 2020 at 3:00 p.m.

8:15 p.m.

Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, March 24, 2020.

Second: Mr. Handel. Unanimously approved 5-0 by roll call vote.

A list of all documents used at this Select Board meeting are available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham
Select Board
Minutes for March 27, 2020
By Zoom Video Conference**

3:00 p.m. A meeting of the Select Board was convened by Chair John A. Bulian. Those participating were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, and Kate Fitzpatrick, Town Manager. Also participating were Tim McDonald, Health and Human Service/Director, Dave Davison, Assistant Town Manager/Finance, Theodora Eaton, Town Clerk, Roger McDonald, Information Technology/Director, and Denise Garlick, State Representative. Recording Secretary Mary Hunt recorded the meeting remotely.

Mr. Bulian announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended, and as such the requirement of the open meeting law to have all meetings in a public, accessible, physical location are suspended, and public bodies can meet remotely. Mr. Bulian stated the meeting will not include public comment and that the Needham Select Board and all attendees are convening by Zoom. He said all supporting documents used at this meeting are available on the Town's website.

3:04 p.m. COVID-19 Update:
Tim McDonald, Health and Human Services/Director said the COVID-19 outbreak is a serious situation affecting Needham, the Commonwealth, and the country. He explained the steps taken by the Town to inform and educate residents of the danger and the steps they can take to keep themselves and everyone safe. He highlighted social distancing to minimize the spread of the virus, strongly suggesting Needham residents follow guidance not to congregate in large groups and keep 6 feet between people. He noted retailers are doing their part to maintain social distancing, and asked residents to do so as well. He commented the challenges can have a profound effect on mental health including less exercise and interaction with friends and colleagues. He noted available services in Needham include the interface referral service where people are matched up with a clinician for help in facing and finding solutions to the challenges. Mr. McDonald said approximately 2,500 cases of COVID-19 have been reported in the Commonwealth, noting the number of cases announced is not representative of the total number of cases in the community due to limited testing. He confirmed testing is not available in the volume necessary for the public or broad sectors of society, noting things are improving at a modest rate. He noted the nine cases announced this week in Needham are the "tip of the iceberg." Mr. McDonald implored residents to continue social distancing. Mr. McDonald highlighted new, more strict directives from Governor Baker. He said the Town is working hard to assist seniors and people in the "high risk" categories of heart disease, lung disease, and diabetes to make sure they have the services they need at this challenging time. He noted the travelling meals program, CATH lunch

program, community calls to neighbors/friends, nutrition programs, and the grocery delivery program are being replicated to assist senior citizens.

Mr. Bulian asked about the number of people recovering and post recovery concerns.

Mr. McDonald said one of the challenges is that people are contagious before being symptomatic, noting the severity of symptoms vary dramatically. He noted there are younger patients who have had severe symptoms, but for the most part, the most severe cases are with people in the high-risk categories. He said the Needham resident who recovered is in very good physical health after rest, fluids, and time at home. He said other residents have not been as fortunate and have required hospitalization. Mr. McDonald said data supporting immunity for people who have had COVID-19 and who are exposed again is lacking.

Mr. Borrelli asked how first responders are being protected. He also asked about taxes being due and how the Town can help people who may have trouble paying.

Mr. McDonald said Needham is a well-resourced town due to planning, noting it does have personal protective equipment but is also pursuing ways to get more gear. He said Needham had approved a donation of 100 masks to the sister city, Daxing, China at the beginning of the pandemic in China. He said Daxing has now offered masks and other forms of PPE to Needham as the virus now escalates in the United States. He said the chiefs of the Police and Fire Departments are working closely with the Public Health Department regarding PPE. Ms. Fitzpatrick added that significant disinfecting is occurring at the Police and Fire Departments, and steps are being taken (i.e. taking temperatures) when employees arrive at work.

Mr. Davison said the State Legislature is working on a bill to give communities the ability to extend the deadline for bills that come due during the duration of the state of emergency. He said when the bill is signed into law by the governor, the Select Board will be asked for the appropriate extensions.

Mr. Handel asked about coordination with the Beth Israel Hospital and whether there is anything the town can do to help the Hospital? He asked about communications with continuing care communities.

Mr. McDonald said the Town Manager has a weekly call with the CEO and the public health department is working closely with staff, including infection control, at the hospital. He said some PPE will be donated to the hospital, and alternate care sites and community screening options are being explored. He said the hospital may need to rely on the Town once more supplies and PPE are available. Mr. McDonald said public health nurses are speaking with clinical staff at long term care facilities and the Public Health Department is also in contact with culinary staff about best practices and ways to change operations in light of the pandemic.

Ms. Cooley referred to the long-term care facilities, asking if proper social support and continuing care is being given? She said she is concerned with social isolation. She asked for clarity on the length of time a person needs to stay home after symptoms have subsided, suggesting people must be aware of the guidelines.

Mr. McDonald said the state has issued strong guidance for skilled nursing and rehabilitation facilities that restrict how they operate and allow visitors. He said most have been instructed to provide food in non-community settings and are now delivering meals. He commented staff are continuing to think how to balance social interaction in the context of an outbreak. Mr. McDonald said the Town, out of an abundance of caution, issued guidance to employees that after 72 hours symptom free, people can return to a work setting. He said CDC guidelines are different.

Mr. Matthews thanked Mr. McDonald for the report and said Town staff have been terrific throughout the emergency. He commended residents for their patience as changes have been made very quickly. He emphasized the situation will go on for quite a while, changing weekly. Mr. Matthews said while 80% of the cases are not severe, the ones that are can be very bad or even fatal. He said a community effort is needed to stop the spread of the virus, and that he believes most people understand the situation. He reiterated people over age 60 are at risk whether they have underlying conditions or not, noting most homes in Needham have someone 60+ living in it or have contact with someone over age 60. He said a sustained effort is necessary and people need patience.

Mr. Bulian asked about the supply of ventilators at Beth Israel Hospital.

Mr. McDonald said the situation continues to change. He said BID has sufficient capacity right now, but there is concern of a spike in patients. He said most of the surge in demand would come from major academic medical centers, and it is unclear how less acute patients would be handled. He commented a ventilator is not just a piece of equipment but needs a team of skilled professionals to run it. He mentioned the Town has a new website dedicated to COVID-19: needhamma.gov/coronavirus as well as a new “notify me” group.

3:30 p.m. Consider Delaying the Annual Town Election:

Ms. Fitzpatrick said she and Tedi Eaton, Town Clerk, recommend the Select Board consider postponing the upcoming town election on April 14, 2020 to May 26, 2020. She said the law allows for a new voter registration deadline of 8 p.m. 10 days prior to the election and to reuse printed ballots.

Ms. Eaton said the legislation allows municipalities to postpone a municipal election up until June 30, 2020. She said she is hopeful the Select Board will move to postpone the election to a date to be determined, suggesting May 26, 2020.

Discussion ensued on early voting and absentee voting by mail, the possibility of one polling location for the election to cut down on the number of workers, and

Town buildings used as polling locations which are currently closed. Ms. Eaton said it would be helpful to encourage residents to vote early by mail. Mr. Borrelli suggested a “Frequently Asked Questions” flyer be prepared to answer questions.

Motion by Mr. Handel that the Select Board vote to postpone the 2020 Annual Town Election currently scheduled for April 14, 2020 to May 26, 2020.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

Mr. Matthews suggested consolidating polling locations for this election as many older poll workers may not want to work and said personal protective equipment should be available for poll workers. He asked for a recommendation from the Town Clerk and Town Manager in the next few weeks.

Ms. Fitzpatrick announced several public hearings are scheduled for the Select Board meeting on April 15, 2020 and asked the Board to consider moving the meeting to April 14, 2020. Mr. Bulian said the Board will consider the suggestion at their next meeting, tentatively scheduled for Friday, April 3, 2020.

3:45 p.m.

Consider Delaying the Annual Town Meeting:

Ms. Fitzpatrick said in consultation with the Town Moderator and Town Clerk it is recommended the Select Board postpone the Annual Town Meeting to June 8, 2020. She said she believes action by the Legislature is necessary to make the change, but it is prudent to have a date so people can plan accordingly. She noted the issue is a common problem across the Commonwealth and anticipates legislative relief.

The Board concurred it is prudent to announce the new date to give Town Meeting Members advanced notice.

Motion by Mr. Handel that on the recommendation of the Select Board the Annual Town Meeting be postponed until June 8, 2020.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

3:49 p.m.

Annual Town Meeting Warrant:

Ms. Fitzpatrick suggested some articles be removed from the Annual Town Meeting Warrant to help in planning purposes. She listed the following Articles be postponed until the 2020 fall Town Meeting:

- 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

Mr. Borrelli suggested Town Meeting Members be notified that the fall Town Meeting may be two nights.

Mr. Handel noted the time required for the Annual Town Meeting may be reduced. He said it is a balance.

Motion by Mr. Handel that the Select Board vote to remove the following Articles from the 2020 Annual Town Warrant:

**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**

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

3:54 p.m. Discuss Date for Fall Town Meeting:
The Board agreed to wait a few days to decide on rescheduling the 2020 fall Town Meeting.

The Board announced the next Select Board meeting will be held on Friday, April 3, 2020 at 3 p.m.

3:54 p.m. Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting on Friday, March 27, 2020.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

A list of all documents used at this Select Board meeting are available at:

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