

SELECT BOARD
6:00 p.m. April 28, 2020
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.

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 #934.1014.1176 or click the link below to join the webinar: <https://zoom.us/j/93410141176>.

1.	6:00	Certificate of Appreciation – Greg Shesko
2.	6:00	Annual Town Meeting/Citizens Petition – Zoning By-Law Amendment <ul style="list-style-type: none"> • George Guinta
2.	6:15	Annual Town Meeting/Citizens Petition – Sewer Line Extension <ul style="list-style-type: none"> • Tal Achituv
3.	6:30	Town Manager <ul style="list-style-type: none"> • Annual Town Meeting • Special Town Meeting • Election Warrant • COVID-19 Update
4.	6:45	Board Discussion <ul style="list-style-type: none"> • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept a \$100 donation made to the Needham Health Division’s Gift of Warmth program from Kathleen Fitzpatrick.
2.*	Approve Open Session meeting minutes of April 3 and April 14, 2020.
3.*	Accept \$5,000 gift from Children’s Hospital for the purpose of funding a Parking and Trip Generation Evaluation for Children’s Hospital, Founder’s Park.
4.	Accept a \$7,100.02 donation made to Needham Youth and Family Services from The High Rock MetroWest Church. These funds were raised by the Jog For Joy 5K held back in December 2019 in support of its Youth Mental Health First Aid Training courses.
5.	Accept the following donations made to the Needham Health Division’s Covid-19 Fund: \$26 from Evelyn Pones; and \$100 from Mary Hensley.



**Certificate Of
Appreciation**

From the
**Town of Needham, Massachusetts
Select Board**

Awarded to:

GREG SHESKO

In recognition of over a quarter century of service as a Needham Library Board Trustee and for serving two terms on the Massachusetts Board of Library Commissioners. The Town thanks you for being instrumental in the creation of the present library and helping to gain state funding of millions of dollars towards the major renovation of the library.

Congratulations!

Signed this 28th day of April, 2020

Maurice P. Handel, Chair

Matthew Borrelli, Vice-Chair

Marianne B. Cooley, Clerk

Daniel P. Matthews

John A. Bulian



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

MEETING DATE: 4/28/2020

Agenda Item	2020 Citizens Petition: Amend Zoning By-Law – Map Change To General Residence B Zoning District
Presenter(s)	George Guinta, Attorney

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Attorney Guinta will discuss the citizens' petition for a change in the Zoning By-Law that was submitted for the 2020 Annual Town Meeting Warrant.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion Only.
3.	BACK UP INFORMATION ATTACHED
	a. Draft Warrant dated April 24, 2020 provided under separate cover.



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

MEETING DATE: 4/28/2020

Agenda Item	2020 Citizens Petition: Sewer Line Extension
Presenter(s)	Tal Achituv

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Mr. Achituv will discuss the citizens' petition to extend the sewer line through Walker Lane that he submitted for the 2020 Annual Town Meeting Warrant.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Discussion Only.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Draft Warrant dated April 24, 2020 provided under separate cover.</p>	



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

MEETING DATE: 04/28/2020

Agenda Item	2020 Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will discuss items included in the Annual Town Meeting Warrant and will ask the Select Board to formally change the date of the meeting to June 8, 2020 in accordance with M.G.L. c. 39 §9.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Board vote to change the date for the 2020 Annual Town Meeting to June 8, 2020 in accordance with M.G.L. c. 39 §9.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Draft Annual Town Meeting Warrant date April 24, 2020 will be provided under separate cover.</p>	



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

MEETING DATE: 04/28/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will recommend that the Board change the date for the spring Special Town Meeting to from June 15, 2020 to June 8, 2020 at 8:00 p.m.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Board vote to change the date for the spring Special Town Meeting to 8:00 p.m. on June 8, 2020.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Draft Special Town Meeting Warrant date April 24, 2020</p>	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, JUNE 8 2020

8:00 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 4.24.2020

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE EIGHTH DAY OF JUNE, 2020

At 8:00 in the afternoon, then and there to act upon the following articles:

FINANCE ARTICLES

ARTICLE 1: APPROPRIATE FOR TRAFFIC CONSULTING & ENGINEERING

To see if the Town will vote to appropriate the sum of \$45,000 for planning and traffic consulting and engineering services, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from an available fund; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 2: AMEND THE FY2020 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Operating Budget adopted under Article 18 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Table with 4 columns: Line Item, Appropriation, Changing From, Changing To. The table is currently empty.

or take any other action relative thereto.

INSERTED BY:
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: **APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$_____ for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows, and that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Department	Vendor	Description	Fiscal Year	Amount

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: State law requires Town Meeting action in order for the Town to make payment for bills received after the close of the fiscal year or in excess of appropriation.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 14th day of April 2020.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews
John A. Bulian

A TRUE COPY
Attest:
Constable:

DRAFT 4.24.2020



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

MEETING DATE: 04/28/2020

Agenda Item	Sign Election Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will be asked to approve and sign the election warrant for the May 26, 2020 Town election.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: That the Select Board vote to approve and sign the May 26, 2020 election warrant.
3.	BACK UP INFORMATION ATTACHED
	a) Town Election warrant to be provided under separate cover.

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, MAY 26, 2020
(Postponed from April 14, 2020)
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

PRECINCT A: Center at the Heights, 300 Hillside Ave.
PRECINCT B: Center at the Heights, 300 Hillside Ave.
PRECINCT C: Newman School, 1155 Central Ave. Gym
PRECINCT D: Newman School, 1155 Central Ave. Gym
PRECINCT E: Public Services Admin Bldg., 500 Dedham Ave.

PRECINCT F: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT G: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT H: Public Services Admin. Bldg. 500 Dedham Avenue
PRECINCT I: Town Hall, 1471 Highland Ave., Powers Hall
PRECINCT J: Town Hall, 1471 Highland Ave., Powers Hall

on TUESDAY, THE TWENTY-SIXTH DAY OF MAY 2020

from seven o'clock in the forenoon, until four o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Trustee of Needham Public Library for One Year;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Planning Board for Three Years;
One Member of Needham Housing Authority for Five Years;
One Member of Needham Housing Authority for Four Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
One Town Meeting Member from Precinct A for One Year;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for One Year;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Eight Town Meeting Members from Precinct F for Three Years;
One Town Meeting Member from Precinct F for Two Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
One Town Meeting Member from Precinct I for One Year;
Eight Town Meeting Members from Precinct J for Three Years;

2020 Annual Town Election Warrant

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make do return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 28th day of April 2020.

_____ **Maurice P. Handel, Chair**
_____ **Matthew D. Borrelli, Vice Chair**
_____ **Marianne B. Cooley, Clerk**
_____ **Daniel P. Matthews, Member**
_____ **John A. Bulian, Member**

Select Board of Needham

A true copy,
ATTEST _____ **2020**
Constable (month) (day)



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

MEETING DATE: 04/28/2020

Agenda Item	COVID -19 Update
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide an update to the Board regarding COVID-19.	
2.	VOTE REQUIRED BY SELECT BOARD
None	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 04/28/2020

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below) None

**Town of Needham
Select Board
Minutes for Friday April 3, 2020
By Zoom Video Conference
<https://zoom.us/j/607456201>**

3:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair John A. Bulian. Those participating were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, and Town Manager Kate Fitzpatrick. Marianne B. Cooley did not participate. Also participating were Tim McDonald, Health and Human Services/Director, Dave Davison, Assistant Town Manager/Finance, 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 has been suspended and members of all public bodies are able to participate remotely. Mr. Bulian stated the meeting will not include public comment and 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.

3:03 p.m. COVID-19 Update - Emergency Operations Center and Health & Human Services: Tim McDonald, Health and Human Services/Director said the Needham Public Health department, Public Information Officer, and Emergency Management Administrator continue working from the Emergency Operations Center at the Rosemary Complex to help support the response to the COVID-19 pandemic. He said much of the work now concerns public education, the importance of social distancing, and assisting first responder agencies and long-term care facilities in dealing with patients and combating the virus. He commented Barbara Singer, Health Director/Needham Public Schools has been helping the Needham's public health nurses with contact tracing and other assistance. He said the Emergency Operations Center is organizing donations of Personal Protective Equipment from the Exchange Club, public schools, Chinese Friends of Needham, and private citizens. Donations are going to BID Needham, first responders, and other parties to make sure people with exposure to the public have the appropriate equipment to remain safe. Mr. McDonald reiterated public education and the importance of social distancing must continue to be conveyed to residents in order to stop the spread of the virus. He said he understands the challenge, but said it is critical for residents to stay physically apart from their friends and neighbors.

Mr. Borrelli asked for an update on parks where people have congregated, as well as mortality modeling data as it relates to Needham so the hospital and off-site locations can be prepared.

Mr. McDonald said a number of steps have been taken discouraging people from congregating at parks, including closing parking areas and restricting access with caution tape. He encouraged people to get outdoor activity and exercise, as long as they do it without congregating in groups. He said group activities, such as basketball, cannot take place as close proximity is how the infectious disease can spread. Mr. McDonald said data specific to Needham is not available, but the public health nurse, Chief Condon, Chief Schlittler, Town Manager, the head of BID Needham, and the Infection Control nurse at BID Needham are in regular contact to better understand community conditions and what can be expected from patients that first responders may have to assist. Mr. McDonald spoke about take-out food service saying Needham has a number of responsible restaurant operators and an environmental staff who do inspections. He said inspections continue and guidance has been given on how to conduct safe food take-out operations. He said he has full confidence in food service establishments to provide food in a safe and effective manner. He suggested people take food out of the container, use their own silverware, and to wash hands after coming in from outside. He said curbside pickup and free delivery are being offered.

3:12 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: No Appointments were made at this meeting.

CONSENT AGENDA

- 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.**

Second: Mr. Borrelli. Unanimously approved 4-0 by roll call vote.

3:12 p.m. COVID-19 Update Continuity of Operations:
Kate Fitzpatrick, Town Manager said it is an anxious time for everyone, thanking staff for continuing to show up to do the work of the Town and for the public.

Ms. Fitzpatrick commented on specific departments and the essential services provided to residents.

She said the Department of Public Works is on a split weekly shift to protect staff, stay healthy, and continue providing services. She said the Water and Sewer staff is working, along with a “skeleton crew” assisting with special tasks related to the Emergency Operations Center by moving in message boards, blocking parking

lots, and organizing school meal distribution by setting up temporary weather shelters. She said Recycling and Transfer Station employees are working on a split shift with the same amount of disposal volume. She said a new traffic pattern, effective immediately, will moderate the number of people entering the RTS at any given time and help with social distancing. She said bulky waste, swap shop, and Goodwill donation bins are closed. Ms. Fitzpatrick encouraged residents to drop trash at non-peak times, suggesting Tuesday-Friday as the best time. She said the Library is active with numerous online resources for children including ebooks, at home learning, and exploring the possibility of read aloud time, as well as on-line music performances. Ms. Fitzpatrick said the Park and Recreation department is organizing the “Shine On Needham” program encouraging residents to decorate homes to provide cheer and will distribute chalk to children to write messages on the sidewalk for people out walking. Ms. Fitzpatrick said the CATH provides box lunch from Springwell which are delivered to participants who need it, weekly grocery delivery in partnership Trader Joe’s, a generous one-time delivery of 60 pasta meal kits from Twirl of Arlington for lunch box participants, and daily email and video updates from CATH staff to seniors to help with social isolation. She said social services continue offering counseling and case management by phone. She said high school students are also volunteering for a new phone chat program to call and check in on senior citizens. Ms. Fitzpatrick said Dan Gutekanst, Schools Superintendent asked students to write letters to senior citizens and drop them off at the Emery Grover Building. The pen pal letters will be delivered to the Aging Services division for distribution to Needham seniors. Ms. Fitzpatrick commented the Travelling Meals program continues. She said Youth and Family Services continues with clinics on-line and a new #selfcareneedham initiative to promote self-care in the community. Ms. Fitzpatrick said schools collaborated with town departments to provide the Child Nutrition Program of grab and go food service for children and teens free of charge, regardless of need. She said the service is available Tuesday and Friday at the High Rock School by drive through. Ms. Fitzpatrick recognized the work by the Police and Fire Departments. She said Personal Protective Equipment stock is acceptable, but the Town continues looking for more supply.

Mr. Bulian asked residents to keep large trash items at home for the time being, and continue using yellow bags, as it equitably divides the cost among residents and maintains the system.

Mr. Borrelli said yellow bags are available for delivery by local establishments. He asked about keeping the police and fire stations sanitized.

Ms. Fitzpatrick said regular cleaning is taking place, as well as cleaning vehicles. She said employee temperatures are taken when they arrive at work, social distancing continues, and full PPE is worn. She said PPE and personal hygiene is what will keep everyone safe.

Mr. Matthews reiterated that residents should go to the RTS Tuesday-Friday.

Mr. Handel said Harvey's Hardware is not delivering yellow bags, but has a table set up at the store entrance to purchase bags. He reiterated revenue from the sale of yellow bags is needed to run the RTS.

Dave Davison said Governor Baker today signed into law an act granting authority to municipalities to ease some requirements, including extending the property tax bill due date to June 1, 2020 from May 1, 2020, waive accrued interest penalties on bills due during the state of emergency from March 10 to June 30, 2020 as long as the bill is paid in full, and grants an extension of the filing deadline for some exemption applications from April 1, 2020 to June 1, 2020. He commented on the delay of the annual Town Meeting, FY2021 town budget, and the Massachusetts income tax deadline extension to July 15, 2020. Mr. Davison said there is some easing in regulations allowing restaurants with alcoholic licenses to serve sealed containers of alcoholic beverages (wine and malt beverages only) with a food order. He commented on not for profit meetings and retirees.

Mr. Borrelli asked for creative ways the Board can help small businesses, and said discussion is needed to establish a fund.

Mr. Bulian said the issue of helping small businesses is complicated.

Mr. Handel said the Council on Economic Advisors will meet to discuss the issue, noting there are ways to help both residents and businesses. He said when the crisis is over, people will need to get their business up and running as quickly as possible.

Motion by Mr. Handel that the Select Board ratify and support the actions of the Town Manager that are authorized by the Act to Address Challenges Faced by Municipalities and State Authorities resulting from COVID-19,

and

Further, that the Select Board support and endorse the action to change the due date for FY2020 Fourth Quarter Property Tax Bills from May 1, 2020 to June 1, 2020,

and

Further, that the Select Board support and endorse the action to waive payment of interest and other late penalties on late payments for bills that were due after March 10, 2020 and paid before June 30, 2020 for Motor Vehicle Excise Tax, FY 2020 First Quarter Property Tax, Betterment Assessment, and Water or Sewer Bill.

Second: Mr. Borrelli. Unanimously approved 4-0 by roll call vote.

3:41 p.m. April Select Board Meetings:
Ms. Fitzpatrick recommended the Select Board change its scheduled meeting from April 15, 2020 to April 14, 2020.

Motion by Mr. Handel that the Select Board vote to change the Select Board meeting scheduled for Wednesday, April 15, 2020 to Tuesday, April 14, 2020.
Second: Mr. Borrelli. Unanimously approved 4-0 by roll call vote.

3:42 p.m. Call for Fall Town Meeting:
Ms. Fitzpatrick asked the Board to call for the Fall Town Meeting on Monday, October 5, 2020, with the possibility a second night would be scheduled for Wednesday, October 7, 2020.

Motion by Mr. Handel that the Select 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.
Second: Mr. Borrelli. Unanimously approved 4-0 by roll call vote.

Mr. Matthews noted the goal is to hold the Special Town Meeting on one night, but flexibility is needed, and Town Meeting Members should block out the two nights.

3:44 p.m. Town Manager:
Ms. Fitzpatrick proposed the next Select Board meeting be held on Thursday, April 9, 2020 at 4 p.m. by Zoom.

Mr. Bulian said times are challenging, but people are pulling together, practicing social distancing, and mostly conducting themselves appropriately. He thanked residents for their patience as the Town works to provide necessary and usual services in a safe manner.

3:45 p.m. Adjourn:
Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting on Friday, April 3, 2020.
Second: Mr. Borrelli. Unanimously approved 4-0 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 Friday April 14, 2020
By Zoom Video Conference
<https://zoom.us/j/248178576>**

7:00 p.m. Call to Order:

A meeting of the Select Board was convened by Chair John A. Bulian. Those participating were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Marianne B. Cooley, and Town Manager Kate Fitzpatrick. Also participating were Tim McDonald, Health and Human Services/Director and Dave Davison, Assistant Town Manager/Finance. 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 as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. Mr. Bulian stated the meeting will not include public comment and the Needham Select Board and all attendees are convening by Zoom, as posted on the Town's website identifying how the public may join. He said all supporting documents used at this meeting are available on the Town's website.

7:02 p.m. Reorganization of the Board:

The Board accepted nominations for reorganization of the Select Board:

Motion by Mr. Matthews that the Select Board vote to nominate Maurice P. Handel to serve as Chair of the Town of Needham Select Board.

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

Motion by Mr. Handel that the Select Board vote to nominate Matthew D. Borrelli to serve as Vice-Chair of the Town of Needham Select Board.

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

Motion by Mr. Borrelli that the Select Board vote to nominate Marianne B. Cooley to serve as Secretary/Clerk of the Town of Needham Select Board.

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

Motion by Mr. Handel that the Select Board vote to approve the Select Board's regular meeting schedule for the year as printed, subject to changes as necessary during the course of the year.

April 28, 2020
May 12, 2020

August 18, 2020
September 8, 2020

November 24, 2020
December 8, 2020

February 23, 2021
March 9, 2021

May 26, 2020
June 9, 2020
June 23, 2020
July 21, 2020

September 22, 2020
October 13, 2020
October 27, 2020
November 10, 2020

December 22, 2020
January 12, 2021
January 26, 2021
February 9, 2021

March 23, 2021
April 14, 2021*
April 27, 2021
*Wednesday

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

Motion by Mr. Matthews that the Select Board vote to appoint Sandy Cincotta to serve as Committee Secretary for the Town of Needham Select Board.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

Motion by Mr. Handel that the Select Board vote to appoint Mary Hunt to serve as Recording Secretary for the Town of Needham Select Board.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

Mr. Handel took over the meeting as Chair of the Needham Select Board.

Mr. Handel and the Board thanked Mr. Bulian for his leadership during the year.

7:09 p.m.

Public Hearings- Eversource Energy Grant of Locations:
Maureen Carroll, Eversource Energy Representative discussed with the Board 3
Eversource Energy Grant of Locations.

1. 37 John Street

Ms. Fitzpatrick said all paperwork is in order.

Mr. Handel invited public comment. No comments were heard.

Motion by Mr. Borrelli that the Select Board approve and sign a petition from Eversource Energy to install 37 feet of conduit in John Street. This work is necessary to provide electric service to 37 John Street, Needham, MA.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

2. 141 Edgewater Drive

Ms. Fitzpatrick said all paperwork is in order.

Mr. Handel invited public comment. No comments were heard.

Motion by Mr. Borrelli that the Select Board approve and sign a petition from Eversource Energy to install 35 feet of conduit in Edgewater Drive. This work is necessary to provide electric service to 141 Edgewater Drive, Needham, MA.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

3. 189 Edgewater Drive

Ms. Fitzpatrick said all paperwork is in order.

Mr. Handel invited public comment. No comments were heard.

Motion by Mr. Borrelli that the Select board approve and sign a petition from Eversource Energy to install 11 feet of conduit in Edgewater Drive. This work is necessary to provide electric service to 189 Edgewater Drive, Needham, MA. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

7:13 p.m. Open & Continue Hearing: Spiga Restaurant – Change of Ownership, Manager and Beneficial Interest
Ms. Fitzpatrick asked the Board to consider continuing the public hearing to May 12, 2020, with the expectation that the hearing will likely be rescheduled again to a later date in May, once the Select Board determines its exact schedule. She said it is hoped the public hearing could be held at Town Hall when it reopens.

Motion by Mr. Borrelli that the Board vote to continue the Spiga Restaurant Change of Ownership, Manager and Beneficial Interest Public Hearing to May 12, 2020. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

7:14 p.m. Open & Continue Hearing: Stormwater Mitigation Assessment
Ms. Fitzpatrick said public participation is beneficial to the discussion on Stormwater Mitigation Assessment, proposing the meeting be continued to May 12, 2020, with the expectation that the hearing will likely be rescheduled again to a later date in May, once the Select Board determines its exact schedule. She said it is hoped the public hearing could be held at Town Hall when it reopens.

Motion by Mr. Borrelli that the Board vote to continue the Stormwater Mitigation Assessment Public Hearing to May 12, 2020. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

7:16 p.m. 2020 Annual Town Meeting School Department Warrant Articles:
Anne Gulati, Assistant Superintendent for Finance & Operations provided the Board with an explanation of two articles contained in the Annual Town Meeting Warrant relating to school operations: Foster Care Transportation Reimbursement and Special Education Reserve Fund.

Ms. Gulati said Article 43 - Foster Care Transportation Reimbursement is a request to allow the Town to receive federal reimbursement for foster care transportation. She explained that the Every Student Succeeds Act (ESSA) requires children in foster care to remain in their school of origin, as long as it is deemed in the best interest of the child. Ms. Gulati referred to her letter dated January 11, 2020 to the Needham School Committee explaining the methodology that could reimburse a share of transportation costs through Title IV-E, a section of the Social Security Act administered by the DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services.

Discussion ensued on authorizing the district to enter into a contract seeking federal reimbursement under statute M.G.L. C. 44 s. 70 allowing for supplemental foster care transportation reimbursement. She said if authorized, the Needham Public Schools will begin submitting claims in FY2021, based on transportation expenses of this year estimated to be approximately \$14,000, which could yield a reimbursement of \$2,800 in the first year of implementation.

Ms. Cooley asked for clarification and whether the request must be made yearly?

Ms. Gulati said the request is made one time but requires Town Meeting and Select Board approval to enter into the agreement.

Mr. Borrelli referred to transportation and the public school budget. He asked if transportation is still being paid for or have things relaxed because of the lack of transportation over the past month due to the current state of emergency?

Ms. Gulati said transportation has been the subject of much discussion as it is an essential service and because the closure, due to the state of emergency, has had a devastating impact on transportation companies. She stated two of the three transportation companies used by the Town are experiencing financial difficulties and all are requesting some level of payment in order remain viable and resume service when school reopens. She said work continues and hopes payments can be made very soon.

Ms. Gulati referred to a second warrant article request - Special Education Reserve Fund to allow the School Department to establish the fund. She referred to her letter dated January 14, 2020 to the Needham School Committee. She said the reserve fund, if approved by a majority vote of the School Committee and Town Meeting, would provide “a transparent and manageable way to address extraordinary and unanticipated increases in special education, special education tuition, and special education transportation expenses.” She said it is hoped the reserve fund can be created and funded over time, potentially beginning with the FY2022 school year budget.

Ms. Cooley noted the change from the current practice of asking for a reserve fund transfer from the Finance Committee or as part of the budget process. Ms. Gulati said Ms. Cooley is correct.

Mr. Borrelli noted the initial target fund balance of \$750,000. Ms. Gulati said getting to that level would take several years and requires a majority vote of the School Committee and the legislative body to create the fund.

The Board thanked Ms. Gulati for the information and discussion.

7:27 p.m.

Town Manager:

Ms. Fitzpatrick noted Denise Garlick, State Representative has joined this Zoom meeting.

1. Close June 15, 2020 Special Town Meeting Warrant

Ms. Fitzpatrick reviewed the three articles in the Special Town Meeting warrant and asked the Board to close the warrant.

Discussion ensued on Article 4: Appropriate for Traffic Consulting & Engineering (Highway Commercial 1 Zoning district).

Motion by Mr. Borrelli that the Board vote to close the warrant for the June 15, 2020 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

2. COVID-19 Update

Ms. Fitzpatrick told the Board there are 28,163 cases of COVID-19 statewide, including 108 confirmed cases in Needham (46 people who have recovered), as of today. She noted the large increase over the number reported last week, due in part, to increased testing at long term care and assisted living facilities. She said the National Guard is in Needham and are prioritizing facilities that treat and house the most vulnerable population. She said as testing capacity increases for the general population, it is anticipated there will be a higher rate of cases. Ms. Fitzpatrick implored residents to stay at home, practice social distancing, wear a face mask when out in public, and wash hands as much as possible. She directed people to the Town website www.needhamma.gov/coronavirus for the most up to date information. Ms. Fitzpatrick commented residents have generously donated masks, personal protective equipment, hand sanitizer, and Be Bold power bars for workers. She said many people have indicated they would like to see more good news stories and she asked people to share their stories at www.goodnews@needhamma.gov.

Mr. McDonald said he is pleased more testing is available at long term care facilities and that group homes are also being tested. He commented the Building Commissioner and the Fire Chief are working together to help the group homes with their back-up planning and contingencies should staff become ill.

Mr. Handel thanked Mr. McDonald and all of the first responders and employees who are working under great duress to keep everything going.

Mr. Matthews concurred. He said the pandemic experience is new for everyone, noting his appreciation to residents who are following the rules and guidelines.

Mr. Borrelli asked Mr. McDonald how Needham is doing in “flattening the curve” and the number of available hospital beds?

Mr. McDonald said the town is working closely with the BID - Needham hospital. He said as a community hospital, there is not as large of an inpatient bed volume as is the case in Boston medical centers. He said there is concern testing is not broadly available and that the town has some catch up to do, especially in long term care facilities and group homes. He said it is too early to figure out if Needham is approaching or at peak levels. He commented on the efforts by residents to follow guidelines, which is part of the reason the town is seeing regular and expected growth.

Mr. Borrelli asked Mr. Davison if he had noticed residents being affected; unable to pay their bills? He also commented the Board will consider ways to help the business community.

Mr. Davison said posting of receipts is lagging due to employees working from home. He said property taxes are being paid comparable to last year's pace. He noted delays on departmental receipts as some offices do not have staff, and most bills are paid by mail. He said he anticipates a decline in several types of receipts and "in-kind" reduction in expenses i.e. participant programs and program expenses. He commented on interest income, permitting and licensing, and closed establishments unable to pay until they are up and running again. Mr. Davison it is highly unlikely the legislature will take action on the state budget until well into the summer, noting many assumptions will need to be made relative to adjustments. He said he feels Needham is on a good track, as a number of articles have been withdrawn from the Annual Town Meeting, in part due to preparation time or to conserve resources. He said the situation is being monitored.

Ms. Cooley said she is glad to hear property taxes are coming in as "normal." She asked about the Property Tax Assistance Program, surmising more money will be needed. Ms. Cooley shared her concern for the level of testing in Massachusetts, noting the rate of positive tests relative to the number of tests overall. She said today was one of the highest rates, in excess of 30%, suggesting only the sickest people (in senior facilities) are being tested. Ms. Cooley said testing is not being done in the general community, noting there are cases showing up at hospitals. She commented any semblance of returning to "normal" will depend on the ability to test, isolate, and contact trace quickly to avoid spreading the virus. Ms. Cooley concluded we are not anywhere near that point.

Mr. Davison said property taxes and donations to the Gift of Warmth fund are coming in regularly. He reminded the Board the Property Tax Assistance Program application deadline has been extended to May 15, 2020. He said the level of need won't be known for another four weeks.

Mr. McDonald noted a New York Times opinion piece about immunity if one had a mild or severe exposure to the virus. He said he is very interested in "herd immunity" because so many people have been exposed to the virus and the safety of reopening businesses. He said the local level has comparatively little control, so

the focus has been on long term care facilities, group homes, donations, and recruiting volunteers.

7:49 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

7:51 p.m. Adjourn:

Motion by Mr. Bulian that the Select Board vote to adjourn the Select Board meeting on Tuesday April 14, 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:

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

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E-Mail and Mail

April 20, 2020

Dave Davison, Director of Finance
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: Children's Hospital

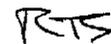
Dear Dave:

Enclosed herewith is a check in the amount of \$5,000.00, payable to "Town of Needham".

By this letter, Children's Hospital offers said check as a gift to the Town of Needham, for the purpose of covering the cost to the Town of further work in connection with a Parking and Trip Generation Evaluation For Children's Hospital, Founder's Park, as set forth in Amendment No. 1 to Agreement for Professional Services, between the Town of Needham and Beta Group, Inc., a copy of which is attached.

Please make appropriate arrangements with the Needham Select Board, so they will accept the gift. I understand that upon receipt of this letter and check, the Town will direct the consultant to begin the additional work.

Very truly yours,



Robert T. Smart, Jr.

Cc: Lee Newman
Children's Hospital