



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

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**MEETING DATE: 11/24/2020**

<b>Agenda Item</b>	Budget Priorities
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance Katie King, Assistant Town Manager/Director of Operations

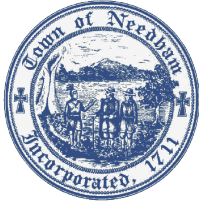
<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	The Town Manager will review proposed budget priorities for the FY2022 Operating and Capital Budgets with the Selectboard.
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
	Discussion Only.
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	a. Draft Budget Priorities for FY2022

## Select Board Budget Priorities for Fiscal Year 2022

Draft 11/24/2020

The Select Board has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests.

1. The primary goal of the Board is the maintenance and optimization of existing Town services during a pandemic along with financial, social, and economic crises.
2. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities:
  - a. Support for items that contribute to the achievement of Town wide goals and objectives, including recovering from COVID-19 and advancing racial equity in Needham.
  - b. Support for the continuation of the Public Information Officer position.
  - c. Support for a five to ten-year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner, including continued investment in buildings infrastructure, and fleet maintenance.
  - d. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
  - e. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner.
  - f. Support for a funding mechanism for mandated water quality (stormwater) expenses.



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TOWN OF NEEDHAM  
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**MEETING DATE: 11/24/2020**

<b>Agenda Item</b>	Town Manager's Report
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
The Town Manager will update the Board on issues not covered on the agenda.	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
none	



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

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**MEETING DATE: 11/24/2020**

<b>Agenda Item</b>	Preliminary Discussion FY2021 – FY2022 Goals
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
The Board will review the proposed goals for FY2021 – 2022.	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
Discussion Only.	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<b>(Describe backup below)</b>	
a. FY2021 – FY2022 Board of Selectmen Goals Update, 1/8/2019	

## **FY2021-FY2022 Select Board Goals**

### **Adopted:**

#### **Temporary Goal – Manage the Town’s Response to the Covid-19 Pandemic, including:**

- Collaborating with the Needham Public Schools to open and keep the schools open if it is safe to do so, with a particular emphasis on the importance of supporting building maintenance and HVAC efforts and resources.
- Reviewing options for public meetings to be held in-person and in-person/Zoom hybrid models when safe to do so.
- In collaboration with the Town Moderator, review options for holding the 2021 Annual Town Meeting.
- In collaboration with the Council on Aging, Department of Health & Human Services and the Library Trustees, support the phased re-opening of those facilities when it is safe to do so.
- Prepare for re-opening of other Town facilities at the appropriate time.
- Provide support for local businesses and reimagine use of parking lots and public spaces for this purpose.
- Monitor the impact of the pandemic on the Town budget.
- Ensure adequate staffing for the Town’s pandemic response and protection of residents, with a particular focus on our most vulnerable populations.
- Prepare for community-wide Covid-19 vaccine distribution.

#### **Foster a productive dialogue about racism in Needham and produce actionable strategies to ensure Needham is a welcoming and inclusive community, and that all residents of Needham are safe and free from racism, discrimination and hate.**

- Establish the Needham Unite Against Racism Initiative Working Group, ensuring that the work is informed by Black, Indigenous, and people of color (BIPOC), and others who have been marginalized due to their race or ethnicity.
- Review Town policies, programs, and practices and identify changes to address any that contribute to systemic racism, including specifically policing, housing, & education.
- Reschedule Over Zero Needham Response/Resiliency Network Workshop.
- Collect data on the experiences of those who live and work in Needham to inform future actions.
- Consider establishing a discrimination complaint process.
- Promote website pages that summarizes all Board, Commission, and Committee vacancies and how to apply.
- Act to diversify the candidate pool for Boards, Commissions and Committees.

**Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

Continuing Strategies Tier 1

- Determine the future use or disposition of Ridge Hill buildings.
- Evaluate options for funding a DPW facility on Dedham Avenue.

Continuing Strategies Tier 2

- Conduct an environmental assessment to facilitate discussion about the future use of Ridge Hill/Nike.

Monitoring & Oversight

- Monitor Progress of Public Safety Building and Fire Station #2, and Jack Cogswell Building.

**Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.**

Continuing Strategies Tier 1

- ~~Establish a working group to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. (N2025)~~
- ~~Evaluate options for participation in the MassDOT Complete Streets Program & implement pedestrian safety initiatives.~~

Continuing Strategies Tier 2

- ~~Investigate the potential impact of Small Cell and 5G Technology on the Town and formalize a policy for considering Grant of Location Requests.~~
- Evaluate the feasibility of creating a shared use path from Needham Heights to Wexford Street.
- Develop options for refreshing landscaping at public facilities.
- In conjunction with the Transportation Committee, review bus routes in Needham Crossing.
- In conjunction with the MBTA, explore options for increasing commuter parking.
- Develop a plan for NPDES compliance including Stormwater Regulations and a Stormwater Stabilization Fund.

New Initiatives

- Work with utility companies to improve coordination of Town construction and utility improvements and expansion.

### Monitoring & Oversight

- In conjunction with the City of Newton and MassDOT, monitor progress toward the renovation of Highland Avenue from Webster Street to the Charles River.

### **Maintain and improve the vitality and economic success of the Town.**

#### Continuing Strategies Tier 1

- In conjunction with the Planning Board, evaluate options for the redevelopment of the Industrial Zones along Route 128.
- Work with the CEA to develop priorities for economic development.

#### Continuing Strategies Tier 2

- In conjunction with the Planning Board, evaluate options for the redevelopment of Chestnut Street.

#### New Initiatives

- Work to keep local businesses open and attract new businesses in light of the pandemic.

### **Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.**

#### Continuing Initiatives Tier 2

- Develop a report of the Town's climate resiliency efforts and discuss next steps.
- Evaluate options for solar installation in parking lots.
- ~~Evaluate options for becoming a Green Community.~~

#### New Initiatives

- Explore the option of implementing an organics recycling program for the community

### **Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.**

#### Continuing Strategies Tier 1

- ~~Evaluate options to reduce train horn noise.~~
- ~~In conjunction with the Planning Board, evaluate the possibility of recommending accessory dwelling unit zoning.~~
- ~~Revitalize the Property Tax Assistance Program.~~

- In conjunction with stakeholders develop an overall strategy for review of housing projects that are proposed.
- ~~Consider a plan for increased public support of community celebrations and festivals.~~
- Consider the merits of a tree preservation by-law.

#### Continuing Strategies Tier 2

- Evaluate ways to improve parking at the Needham Center Post Office, on Hillside Avenue, and at other locations.
- Work with the Park & Recreation Commission to create recreational opportunities in the downtown.
- Establish fishing areas at ponds and on the Charles River.
- Explore opportunities for increasing the amount and diversity of public art.
- In conjunction with the Park & Recreation Commission, evaluate options for creating a park ranger program.
- In conjunction with the Park & Recreation Commission, explore options for improving access to the Rosemary Camp property.
- Explore the possibility of sponsoring a summer beer garden event.

#### New Initiatives

- None

#### Monitoring & Oversight

- Discuss multi-modal transportation on the greenway between Newton and Needham.

#### **Maintain and enhance the Town's Financial Sustainability.**

#### Continuing Strategies Tier 1

- ~~Evaluate stabilization fund targets.~~
- Discuss the impact of annual tax levy increases.
- Evaluate local option means-tested senior property tax relief programs.

#### New Initiatives

- None

#### **Evaluate Town Operations and Administration.**

#### Continuing Strategies Tier 1

- Develop and implement a policy guiding the use of banners ~~on poles in the business districts.~~



- ~~• Investigate options for moving permit application and inspection processes to electronic and/or web based platforms.~~
- ~~• Review and make recommendations for changes to polling locations.~~
- The Board will establish a schedule of meeting with appointed and elected boards on a regular basis.

### Continuing Strategies Tier 2

- Consider criteria for reviewing proposed zoning changes.
- The Board will meet regularly with community stakeholders.
- Review liquor license regulations with respect to compliance issues.

### New Initiatives

- Discuss oversight and reports needed from public safety
- Review the composition, structure and charge of two to three committees.
- Review operations and long-term service delivery model at the RTS.

### Monitoring & Oversight

- ~~• Develop a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing.~~

In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general guiding principles that guide the goal setting process. This list will continue to be updated and refined:

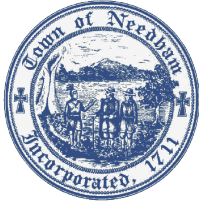
### **Future Initiatives**

- Work with the Planning Board to consider a street naming policy.
- Consider a plan for snow removal in the business districts.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.
- Evaluate options for locating alternative transportation options (e.g. ZipCar and bike share services) in Needham.
- Evaluate options for locating information kiosks in Needham Center.

### **Guiding Principles**

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.

- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a regular biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.
- Opportunities to address trash concerns Town-wide will be explored and implemented.
- The Town will work to keep the pools at Rosemary Recreation Complex open **for the longest period possible** between Memorial Day and Labor Day.
- The Board will continue to review the policy implication of the allocation of liquor licenses.



**Select Board  
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AGENDA FACT SHEET**

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**MEETING DATE: 11/24/2020**

<b>Agenda Item</b>	Committee Reports
<b>Presenter(s)</b>	Board Discussion

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

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name of municipal employee:	Lulu Tsai
Title/ Position	<b>Activity Instructor</b>
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	<b>NCE</b>
Agency Address	<b>1330 Highland Ave, Needham</b>
Office phone:	<b>NA</b>
Office e-mail:	<b>NA</b>
	<b>Check one:</b> <input type="checkbox"/> <b>Elected</b> <b>or</b> <input checked="" type="checkbox"/> <b>Non-elected</b>
Starting date as a municipal employee.	
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an <b>elected municipal employee</b> .
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.
	<b>My financial interest in a municipal contract is:</b>
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a <b>non-elected municipal employee</b> .
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
	<b>My financial interest in a municipal contract is:</b>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <ul style="list-style-type: none"> <li>- Please explain what the contract is for.</li> </ul>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <ul style="list-style-type: none"> <li>- Please identify the person or entity that has the contract with the municipal agency.</li> <li>- What is your relationship to the person or entity?</li> <li>- What is the contract for?</li> </ul>
<p>What is your</p>	<ul style="list-style-type: none"> <li>- Please explain the financial interest and include the dollar amount if you know it.</li> </ul>

financial interest In the municipal contract?	
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
<b>Write an X to confirm each statement.</b>	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Lulu Tsai
Date:	11/17/2020

**Attach additional pages if necessary.**

**NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.**

**SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.**

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	Maurice Handel
Title/ Position	Chair, Select Board
Agency Address:	Needham Town Hall 1471 Highland Avenue Needham, MA 02492
Office Phone:	781-455-7500
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.**

To whom it may concern,

Needham Council on Aging has hired me to instruct Zumba Gold for their members starting winter 2020. The director Aicha Kelly has chosen me due to my experience in this activity. I am currently also teaching at Needham Continuing Education (NCE) through Needham Public Schools.

There will be no conflict between my work with NCE and Needham Council on Aging. I currently instruct 1 class at NCE and 1 class at Needham Council on Aging.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Lulu Tsai



November 17, 2020

Ms. Rachel Glisper, Director of Human Resources

Needham Town Hall

1471 Highland Avenue

Needham, MA 02492

Dear Ms. Glisper,

I am writing to let you know that Needham Aging Services would like to hire Lulu Tsai for a Zumba Gold Instructor. There is no Aging Services staff member able to teach this class at this time.

Lulu is currently an instructor for the Needham Public Schools and I am writing to say there is no conflict.

Attached is a copy of the letter that Ms. Tsai has submitted to the Town Clerk's Office.

Please let me know if I can be of further help in getting her hired for Needham Aging Service and thanks for your time.

Sincerely,

Aicha Kelley

Director of Programming and Transportation

Needham Aging Services

300 Hillside Avenue

Needham Heights, MA 02494

Town of Needham  
Water Sewer Billing System  
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR  
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT


WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$698.85
Water Irrigation:	-\$75.90
Water Admin Fees	\$0.00
Sewer Sales:	-\$866.73
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,641.48

Order #: 1299

Read and Approved:

  
Assistant Director of Public Works 11/18/2020

For the Select Board

11/24/20

*Carys A. Lustig*  
Interim Director of Public Works 11/18/2020

**Town of Needham  
Water Sewer Billing System  
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Nelson	Phillip R	4249	15760	132	Sylvan Road	\$0.00	-\$595.80	-\$569.40	-\$1,165.20	ACC	N
DB	PELGRO	MICHAEL	22775	4064	168	HARRIS AVENUE	-\$75.90	\$0.00	\$0.00	-\$75.90	ACC	N
JO		Council on Aging (1)					\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

**Total:**      **-\$1,641.48**

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

**Legend:**  
O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.  
TWN = Town Project caused damage to private property  
EC = Extenuating Circumstances  
Equip = Equipment Malfunction  
UEW = Unexplained water loss  
ACC = Accidental Water Loss  
BP = Billing Period beyond 100 days  
COA - Council on Aging

## SELECT BOARD

### \* MINUTES \*

**November 9, 2020  
Via Zoom Conference Call**

8:35 a.m. A special meeting of the Select Board was convened by Chair Moe Handel via Zoom Conference Call. Present were Mr. Matthew Borrelli, Ms. Marianne Cooley, Mr. Daniel Matthews, David Davison, Assistant Town Manager/Finance Director, Katie King, Assistant Town Manager/Director of Operations, and Town Manager Kate Fitzpatrick. Mr. Bulian was not present.

Mr. Matthews said that the Town Clerk has asked for an Acting Registrar from the Democratic Party for the audit of Precinct A. Mr. Matthews has spoken to Lee Larkin of 90 Fair Oaks Park, who agreed to serve.

8:39 a.m. **Motion: Mr. Matthews moved that the Board appoint Lee Larkin as Acting Registrar for the audit of Precinct A. Mr. Borelli seconded the motion. Mr. Handel polled the Board. Unanimous 4-0.**

8:40 a.m. **Motion: Mr. Borrelli moved that the meeting be adjourned. Ms. Cooley seconded the motion. Unanimous: 4-0.**