

# **BOARD, COMMITTEE & COMMISSION MEMBER HANDBOOK**



**TOWN OF NEEDHAM, MASSACHUSETTS**

**August 21, 2015**

## **FOREWORD**

This handbook has been prepared by the Town Manager and the Town Clerk to provide board and committee members with some basic information about the requirements of board and committee membership. The Handbook provides summary information only, and refers board and committee members to sources of information which are more detailed, some of which are included in the appendix.

Many residents have served the Town over its long history. Their contributions of time and thoughtful consideration of the many issues and challenges confronting the Town are greatly appreciated. Through service to the community board and committee members will have a unique opportunity to get to know the workings of Needham from an insider's viewpoint.

## **STRUCTURE OF NEEDHAM'S GOVERNMENT**

All Massachusetts cities and towns share a common governmental structure and function. For example, each local governmental body has a person or group of persons in the executive role, the tax assessment role, the tax collection role, the record-keeping role, and the health role. Through specific local needs, and with the vote of Needham residents, other elected positions and committees have been established over time as found in our General By-Laws and Charter.

### **OVERSEEING ENTITIES**

#### **Board of Selectmen**

The Executive body of Needham's Town government is the Board of Selectmen. This board consists of five members elected for three years, with overlapping terms. Meetings are held twice per month in the Selectmen's Chambers at Town Hall, unless otherwise announced. The Selectmen, as the chief elected officials, have general supervision over all matters that are not specifically delegated by law or vote to some other officer or board.

#### **Town Manager**

The Town Manager is appointed by the Board of Selectmen and serves as the chief executive officer of the Town. The Town Manager is responsible for day-to-day administration, appointing and supervising most Town employees, and implementing policies set by the Board of Selectmen and Town Meeting. The primary duties and responsibilities of the Town Manager are spelled out in the Town Charter Part 3, Section 20.

#### **Town Meeting**

The Legislative body of Needham's Town government is Representative Town Meeting. This is a unique form of government in New England that sets it apart from most other sections of our country. The Town is divided into ten precincts, and each precinct votes for 24 representatives to the Town Meeting. There are a total of 240 elected Town Meeting Members. In addition there are 14 Town Meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the General Court from the Town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the Town, except the Housing Authority and the Commissioners of Trust Funds.

The Annual Town Election is held on the second Tuesday in April of each year, and the Annual Town Meeting for the transacting of business begins on the first Monday in May of each year. If the business is not completed that day, an adjournment shall be taken to the next following Wednesday. If any business shall then remain unfinished, adjournment shall be taken to the next following Monday, with successive adjournments to the next following Wednesdays and Mondays until all business is completed, unless otherwise voted at one of the scheduled meetings. Special Town Meetings may be called by the Board of Selectmen as needed – this often occurs in the fall. Town Meeting is conducted at Town Hall. The public is invited to attend, and may speak on issues being considered upon recognition by the Moderator. The Needham Cable Channel broadcasts Town Meeting live on the local government channel. Lists of Town Meeting Members, elected officials, and appointed officials are available at the Town Clerk’s office and on the Web at [www.needhamma.gov](http://www.needhamma.gov).

## **LISTING OF BOARDS AND COMMITTEES**

### **Elected Boards**

- Five Selectmen for a term of three years.
- Seven members of the School Committee for a term of three years.
- A Moderator for a term of one year.
- A Town Clerk for a term of three years.
- Five members of the Park & Recreation Commission for a term of three years.
- Two Constables for a term of three years.
- Three Assessors for a term of three years.
- Three Commissioners of Trust Funds for a term of three years.
- Seven Trustees of the Needham Public Library for a term of three years.
- Five Trustees of Memorial Park for a term of three years.
- Three members of the Board of Health for a term of three years.
- Five members of the Planning Board for five year terms, so arranged that the term of not more than one member shall expire each year.
- Four members of the Needham Housing Authority for five year terms, so arranged that the term of not more than one member shall expire each year. A fifth member is appointed by the State.

### **Appointed Boards, Committees and Commissions**

Appendix A includes a partial listing of boards, committees and commissions appointed by the Town Moderator, the Board of Selectmen, and Other Appointing Authorities.

## **COMMITTEE MEMBERSHIP**

### **APPOINTMENTS**

All appointments made by the Board of Selectmen or other elected boards are made by majority vote in a regular meeting. Usually, committees will have an odd number of members to avoid a tie vote. The Board of Selectmen follows an appointment protocol, and the Vice Chairman conducts preliminary interviews for all appointments. Citizens who are interested in volunteering can

complete a volunteer application form available on the Town's website, or may send a basic letter of application to the board or selectmen when a vacancy is advertised.

### **OATH OF OFFICE**

Written notification of appointment will be issued to newly appointed and reappointed board members. Appointees must report to the Town Clerk's office to be sworn to the faithful performance of their duties prior to taking any official action as a member of a board or committee (MGL Ch.41, s. 107). The Town Clerk will provide appointees with information about the Open Meeting Law (OML), a Summary of the Conflict of Interest Law, and the Mandatory Ethics Training and Guidelines. Members are required to sign a written acknowledgment of receipt. Every two years, all members of boards, committees and commissions must be given a summary of the conflict of interest law and must complete an online training program both prepared by the Ethics Commission. The online training program is available at [www.muniprogram.eth.state.ma.us](http://www.muniprogram.eth.state.ma.us). At the conclusion of the program, board members should print a Certificate of Completion and forward a copy to the Town Clerk's office. All Certificates of Completion must be kept on file.

### **TERM OF OFFICE**

The full term of office for most positions on standing boards is three years. If a vacancy occurs in the membership of an appointed board, the appointing authority may appoint a new member to serve for the balance of the unexpired term.

### **DUTIES OF BOARD OR COMMITTEE**

Many committees, such as the Conservation Commission, Historical Commission, and Zoning Board of Appeals, have specific duties set forth in the Massachusetts General Laws. Other standing or ad hoc committees will be informed of the duties and responsibilities from the appointing authority, or will be charged in accordance with the General By-Laws of the Town.

### **COMMITTEE LEADERSHIP**

Unless otherwise specified by Town Meeting vote, the Chairman and other officers of every board and committee are chosen by the voting members of that committee. The name of the Chairman and contact information shall be provided to the Town Manager and Town Clerk to ensure appropriate communication.

### **RESIGNATIONS**

Any resignation must be submitted in writing. That resignation may be transmitted in person or by email to the committee chairman, the appointing authority and the Town Clerk. Without a formal notification, a vacancy does not exist and a replacement member cannot be appointed. If a vacancy occurs, the remaining committee members may recommend individuals who have demonstrated an interest in the work of the committee for consideration as a replacement member. They will be considered along with others who have expressed interest.

# **ORGANIZATION OF BOARDS–DUTIES OF OFFICERS**

## **ELECTION OF OFFICERS**

Annually, every board, committee, or commission shall vote to select a chairman, vice-chairman and clerk. The new chairman shall notify the appointing authority and the Town Clerk of the names of officers. The Board of Selectmen strongly recommends that board and committee chairmanships rotate on a regular basis.

## **DUTIES OF OFFICERS**

The following are basic duties of officers; boards are encouraged to modify these duties to suit their own particular needs.

### **Chairman**

- Presides at all meetings, decides questions of order;
- Calls meeting dates and times;
- Ensures that meetings and agendas are properly posted in accordance with the Open Meeting Law;
- Sets agenda topics;
- Ensures that minutes of meetings are taken, transcribed, approved and posted on the Town’s website;
- Represents the board before the appointing authority, other Town bodies and the public, as required;
- Ensures that members are kept informed of meetings;
- Ensures that all members have taken the oath of office and have acknowledged receipt of information from the Town Clerk with regard to the Open Meeting Law and Conflict of Interest Law;
- Ensures that all members have acknowledged receipt and are familiar with this Board and Committee Handbook;
- Ensures that a summary of the board’s actions of the previous year are submitted to the Office of the Town Manager for inclusion in the Annual Town Report; and
- Exercises control over public meetings and hearings, ensures that the proper decorum is maintained and that such meetings and hearings are conducted in an orderly and appropriate manner.

### **Vice-Chairman**

- Acts as Chairman in the absence of the Chair.

### **Clerk/Secretary**

- Ensures that minutes of every meeting are taken, prepared and filed with the Town Clerk in a timely manner, in accordance with the Open Meeting Law and the Town Bylaws;
- Ensures that copies of documents and other exhibits used during meetings are provided and referenced in a list to be included as addenda to the approved meeting minutes, in accordance with the Open Meeting Law; and
- In the absence of paid staff, performs any other clerical or administrative duties, as required.

## **MEETINGS**

Materials dealing with meetings are included in the Open Meeting Law, Summary of the Conflict of Interest Law, and the mandatory education and online training requirements. These documents are provided by the Town Clerk upon each board member's taking the oath of office and are also available on the Town Clerk's web page under Conflict of Interest Education and Training.

### LOCATION

Every committee should establish a regular meeting schedule to suit the needs and convenience of the members. Meetings must be held in public locations, and some coordination with other boards and committees for meeting space may be necessary. Space is available in various municipal public buildings including Town Hall, the Public Service Administration Building, the Center at the Heights as well as other municipal buildings. For assistance, contact the Town Manager's Office at 781-455-7500 x 201.

### POSTING OF MEETINGS

A public body must provide the public with notice of its meeting 48 hours in advance, exclusive of Saturdays, Sundays, and holidays. Notice of emergency meetings must be posted as soon as reasonably possible prior to the meeting. The threshold for an emergency meeting is high – the topic must generally involve a threat to the public health or safety. Please contact the Town Clerk for advice prior to holding a meeting under these circumstances. A sample meeting notice is included as Appendix B. All notices should be e-mailed to the Town Clerk for posting at [TownClerk@needhamma.gov](mailto:TownClerk@needhamma.gov). The 48 hour notice requirement begins when the notice is posted by the Town Clerk, during regular business hours, so notices should be submitted with *ample* lead time.

### MINUTES

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes must state the date, time and place of the meeting, a list of the members present or absent, and the decisions made and actions taken including a record of all votes. While the minutes must also include a summary of the discussions on each subject, a transcript is not required. (See Appendix C for a sample form for taking minutes). No vote taken by a public body, either in an open or in an executive session, shall be by secret ballot. In addition, the minutes must include a list of the documents and other exhibits, including photographs, recordings, maps, etc. used at the meeting. While public bodies are required to retain these records in accordance with records retention laws, the documents and exhibits listed in the minutes need not be physically stored with the minutes. All votes taken in executive session must be by roll call and the results recorded in the minutes.

Whether records are subject to disclosure under the Open Meeting Law will depend on whether the records are from an open session or an executive session. Committee members should consult with the Town Manager and/or Town Clerk for assistance in determining whether executive session minutes should be released. Minutes must be retained in perpetuity. Minutes should be approved by the members at the next regularly scheduled meeting. After approval, all minutes should be maintained in a permanent file and copies forwarded to the Town Clerk. Minutes should also be posted on the Town's website. For assistance in posting the minutes, committee members should

contact the Town Manager's Office. If a tape recorder is used during meetings, that taped record is also part of the public record until formal minutes are adopted. The tapes can then be disposed of or reused.

### **MEETINGS AND DELIBERATIONS**

The Open Meeting Law (OML) defines deliberation as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction." Distributing a meeting agenda, scheduling or procedural information, or reports or documents that may be discussed at the meeting will not constitute deliberation, so long as the material does not express the opinion of a member of the public body. E-mail exchanges between or among a quorum of members of a public body discussing matters within the body's jurisdiction may constitute deliberation, even where the sender of the email does not ask for a response from the recipients.

To be considered a deliberation, the communication must involve a quorum of the public body. A quorum is usually a majority of the members of a public body. Thus, a communication among less than a quorum of the members of a public body will not be a deliberation, unless there are multiple communications among the members of the public body that would together be a communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a manner that seeks to evade the application of the law. Thus, in some circumstances, communications between two members of a public body, when taken together with other communications, may be considered a deliberation. Communication, particularly electronic communication, outside of a public meeting between board members should be approached with caution.

There are five exceptions to the definition of a meeting under the Open Meeting Law:

1. Members of a public body may conduct an on-site inspection of a project or program - however, they cannot deliberate at such gatherings;
2. Members of a public body may attend a conference, training program or event - however, they cannot deliberate at such gatherings;
3. Members of a public body may attend a meeting of another public body provided that they communicate only by open participation - however, they cannot deliberate at such gatherings;
4. Meetings of quasi-judicial boards or commissions held solely to make decisions in an adjudicatory proceeding are not subject to the Open Meeting Law; and
5. Town Meeting is not subject to the Open Meeting Law.

### **PUBLIC PARTICIPATION**

Under the OML, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. Any member of the public also has a right to make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of such recording at the beginning of the meeting.

While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual is not permitted to disrupt a meeting of a public

body, and at the request of the chair, all members of the public shall be silent. If after clear warning a person continues to be disruptive, the chair may order the person to leave the meeting, and if the person does not leave, the chair may authorize a police officer to remove the person.

### **PUBLIC HEARINGS**

Some boards and committees regularly hold public hearings, and others may do so occasionally. Hearings are held for the purpose of gathering information from which the board or committee members can draw a conclusion. Written notices, the initiation of the hearing, and the written conclusions of a hearing may have strict legal time limitations that vary with the nature of the hearing and the type of board. Several procedures are common to all hearings. The Chairman or other designated person should run the hearing and state the guidelines and time allowances, if any, before any testimony is given. All questions should be directed to the chair who in turn may ask for a response from the floor. A sample format for the hearing is as follows:

1. The Chairman opens the public hearing, announcing the nature and purpose of the hearing, identifying the particular matter, and reciting the notice given.
2. The Board hears presentations by the proponent, and recommendations from staff or other agencies.
3. Board members ask questions of the proponent and/or staff and other officials.
4. The Chairman recognizes members of the public for question or comment.
5. The Chairman closes the public hearing.
6. Members deliberate on findings and merit.
7. The Chairman entertains motions to render a decision, or to take the matter under advisement, announcing the intended date of decision.
8. In certain circumstances, the hearing will be continued to a date certain.

### **EXECUTIVE SESSION**

Deliberations and votes held in private (executive session) are allowed under certain circumstances. Executive sessions may only be held after the committee convenes in an open public session, and for very specific purposes as outlined on Appendix D. Boards and committees that do not regularly hold executive sessions are strongly encouraged to contact the Town Manager in advance of the meeting for guidance. If an executive session is deemed appropriate, the following procedure should be used: 1. the Chairman declares that a quorum is present; 2. the meeting is convened in open session, 3. the Chairman states the purpose of the executive session, 4. a roll call vote is taken to go into executive session, 5. the Chairman declares whether the meeting will or will not reconvene after the executive session.

## **CONDUCT OF PUBLIC OFFICIALS**

### **CONFLICT OF INTEREST LAW**

In addition to the Open Meeting Law, the conduct of public officials is subject to the Conflict of Interest Law. The State Ethics Commission maintains a website which details all aspects of the Law. That site may be accessed at <http://www.mass.gov/ethics/>. Members of boards and committees are considered "Special Municipal Employees," and Chapter 268A of the General Laws governs their conduct. Board and committee members should familiarize themselves with the general

rules, as they may face civil and criminal penalties for taking prohibited actions. Many aspects of the law are complicated, and there are often exemptions to the general rules. Board members who have any concerns about potential conflict should consult with the Town Clerk or Town Manager, who will relay the question to Town Counsel if warranted. Alternatively, board members may seek legal advice from the Ethics Commission.

**In general:**

- Board members may *not* ask for or accept *anything* (regardless of its value), if it is offered in exchange for an agreement to perform or not perform an official act.
- Board members may *not* ask for or accept anything worth \$50 or more from anyone with whom they have official dealings.
- Board members may *not* hire, promote, supervise, or otherwise participate in the employment of their immediate family or their spouse's immediate family.
- Board members may *not* take any type of official action which will affect the financial interests of their immediate family or their spouse's immediate family.
- Board members may *not* take any official action affecting their own financial interest, or the financial interest of a business partner, private employer, or any organization for which they serve as an officer, director or trustee.
- Unless they qualify for an exemption, board member may *not* have a paid position with the Town.
- Except under special circumstances, board members may *not* have a financial interest in a contract with the Town.
- Board members may *not* represent anyone but the Town in any matter in which the Town has an interest.
- Board members may not *ever* disclose confidential information, data, or material which they gained or learned as a public employee.
- Unless they make a proper, public disclosure—including all the relevant facts—board members may *not* take any action that could create an appearance of impropriety, or could cause an impartial observer to believe their official actions are tainted with bias or favoritism.
- Board members may *not* use their official position to obtain unwarranted privileges, or any type of special treatment, for themselves or for anyone else.
- Board members may *not* use public resources for political or private purposes.
- Board members may *not*, after leaving public service, take a job involving public contracts or any other particular matter in which they participated as a public employee.

**FINANCIAL CONFLICTS**

The law assumes that objectivity and integrity could be compromised if you act on matters in which you have a financial interest. Any “particular matter” that comes before a committee or board in which a business partner or family member is associated should be regarded as a potential conflict, and the committee member is encouraged to leave the meeting during any discussion and subsequent vote that follows. A “particular matter” includes almost any proceeding, application, decision, special permit, or other determination of the committee or board. If in doubt, consult with the Town Clerk or Town Manager. Special rules may be applicable.

### **MISUSE OF POSITION**

No unwarranted privilege should be sought or used if the reasons for the privilege or offer come as a result of serving in an official Town capacity. In addition, no Town equipment or facilities should be used for personal gain.

### **REVOLVING DOOR RESTRICTIONS**

Using friendships, associations, or confidential information obtained or formed while serving in local government to obtain special consideration or privilege after leaving the office or appointed position is prohibited.

Attachments:

Appendix A - Appointed Boards, Committees and Commissions

Appendix B - Sample Meeting Notice and Agenda

Appendix C – Sample Meeting Minutes

Appendix D – Executive Session Criteria

Appendix E - Sample Appointment Form

Appendix F - Acknowledge Receipt of Committee Handbook

## Appendix A – Appointed Boards, Committees and Commissions

### **Selectmen-Appointed Committees, Boards and Commissions (Partial Listing)**

Board of Appeals	Historical Commission
Cable Television Advisory Committee	Human Rights Committee
Commission on Disabilities	Property Tax Assistance Committee
Conservation Commission	Taxation Aid Committee
Cultural Council	Technology Advisory Board
Council of Economic Advisors	Traffic Management Advisory Committee
Golf Course Advisory Committee	Water & Sewer Rate Structure Committee

### **Moderator - Appointed Committees, Boards and Commissions**

Finance Committee  
Personnel Board

### **Other appointed Boards and Special Committees (*Appointing Authority*)**

Community Preservation Committee: *Conservation Commission, Historical Commission, Housing Authority, Park & Recreation, Planning Board, Board of Selectmen [2], Moderator [2]*

Council on Aging: Board of Health, School Committee, Trustees of the Needham Public Library, Housing Authority, and Park and Recreation Commission, and not fewer than seven additional members, all of whom shall be appointed by the Selectmen and shall hold office for a term of three years

Contributory Retirement Board: *(by vote of employees and retirees. By members of the Retirement Board, Town Manager)*

Design Review Board: *Board of Selectmen [4], Planning Board [2]*

Future School Needs Committee: *Finance Committee, Planning Board, Board of Selectmen, School Committee, Parents-Teachers' Council, League of Women Voters and three appointed by the Moderator*

Permanent Public Building Committee: *Town Manager plus appointing authority consisting of Moderator, Chairmen of School Committee, Chairman of Board of Selectmen, Chairman of Board of Library Trustees and the Chairman of Park and Recreation Commission*

Transportation Committee: *Board of Selectmen [2], Planning Board [2], Moderator [1], State Representative Ex-Officio*

Youth Commission: Board of Selectmen, Park and Recreation Commission, Finance Committee, Moderator, Chief of Police, *School Committee, and 2 student members appointed by the Superintendent of Schools*



**Appendix B – Sample Meeting Notice and Agenda**

**OFFICE OF THE TOWN CLERK  
TOWN OF NEEDHAM  
NOTICE OF PUBLIC MEETING**

TIME STAMP:

Board  
Committee  
Commission:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

*ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING, EXCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS (IN ACCORDANCE WITH MGL c. 30A, §§18-25 (EFFECTIVE JULY 1, 2010)).*

For Town Clerk's Office Use Only:

Date Posted: \_\_\_\_\_

Posted By: \_\_\_\_\_

**LIST OF TOPICS TO BE DISCUSSED**

*(OPEN MEETING LAW REQUIRES A LIST OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING)*

## **APPENDIX C – Sample Meeting Minutes**

Minutes of \_\_\_\_ (name of committee)

Meeting Date: \_\_\_\_\_

Call to Order. The meeting was held in the Washington Room at Town Hall and was called to order at 7:05 p.m.

Committee Members in Attendance. List all members present, including the recording secretary.

Committee Members Absent. List all absent members.

Staff in Attendance.

Others Participating. (optional)

Others in Attendance. (optional)

Agenda.

Approve Minutes from previous meeting(s).

Action Taken by Vote. List all votes taken.

Discussion.

Adjournment.

Executive Session. Please note special protocol required for Executive Session detailed in Open Meeting Law Chapter 30, Section 21.

Items/Documents: Copies of any documents handed out at meetings should be listed and attached to the final Minutes.

### **Appendix D – Executive Session Criteria**

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual;
2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel;
4. To discuss the deployment of security personnel or devices, e.g., a sting operation;
5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints;
6. To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body;
7. To comply with the provisions of any general or special law or federal grant-in-aid requirements (generally privacy);
8. To hold an initial screening (including interviews if they are part of the initial screening process) by a preliminary screening committee or a subcommittee appointed by a governmental body of candidates for employment if an open meeting would have a detrimental effect in obtaining qualified candidates; and
9. To meet with a mediator regarding any litigation or decision.

For any questions relative to executive session, please consult the Town Manager.

Appendix E – Appointment Form



**Town of Needham  
Needham, Massachusetts**

Date: \_\_\_\_\_

This is to certify that: \_\_\_\_\_

**IS APPOINTED AS A MEMBER OF :** \_\_\_\_\_

And Act in that capacity until: \_\_\_\_\_  
Agreeable to laws of the Commonwealth.

Appointed By

Sworn in: \_\_\_\_\_

Received Open Meeting Law, Summary of the Conflict of Interest Law and the Mandatory Training Requirements

Signature of Appointee

Address: \_\_\_\_\_ Phone #: \_\_\_\_ Email: \_\_\_\_

Appendix F – Acknowledge Receipt of Committee Handbook

**TOWN OF NEEDHAM**

THEODORA K. EATON  
TOWN CLERK/REGISTRAR  
TEL: 781-455-7500 x 216



1471 HIGHLAND AVENUE  
NEEDHAM, MASSACHUSETTS 02492  
FAX: 781-449-1246

**ACKNOWLEDGEMENT OF RECEIPT  
OF BOARD AND  
COMMITTEE HANDBOOK**

Please sign and return this page to the Town Clerk's Office.

I hereby acknowledge that I have received a copy of the "Town of Needham Boards, Committees, and Commissions Handbook," and agree to familiarize myself with the contents thereof.

I have received a copy of the Mass. General Laws, Chapter 268a, §23, Standards of Conducts, directions for the Online Training Program at [www.muniprogram.state.ma.us](http://www.muniprogram.state.ma.us) and a copy of the Open Meeting Law.

Signature

Name of Board/Committee

Print Name

Date

Email Address