



Important Information for Town Meeting Members Regarding Needham's Outdoor Special Town Meeting

From the Moderator: Michael K. Fee

We have done this before. Due to the continued presence of the COVID-19 virus in the community and safeguards in place state-wide, the October Special Town Meeting -- like our Annual Town Meeting in June -- will be held outdoors at the Memorial Park Parking Lot on Sunday, October 4. The rain date is October 11. The meeting will begin promptly at 1:00 p.m. and continue until our business is completed.

As with the Annual Town Meeting, a working group consisting of the Moderator, Members of the Select Board, the Town Manager and various Town Employees have worked on arranging an environment that will permit Special Town Meeting to be held safely, while at the same time ensuring that Town Meeting Members may participate meaningfully. In conjunction with the invaluable assistance of the Select Board and Town Manager and various town employees, I offer the following information for Members. Please review this information carefully and feel free to bring a copy with you on October 4. I realize there is a lot of information in this memorandum, but please understand that our goal is to make sure you are fully informed and safe. The feedback we received on our June meeting was positive. As in June, the success of our outdoor session depends on you. I ask for your patience, consideration and understanding.

Safety Precautions

Your safety, and the safety of all in attendance, are of paramount concern. Before going to Town Meeting, members should check their temperatures. If a Member has a temperature of 100.4 or higher or is experiencing any other symptoms of COVID-19, the Member should remain at home.

Important Information for Town Meeting Members Needham's October 2020 (Outdoor) Special Town Meeting

Members are required to wear face coverings at all times when in attendance at Town Meeting. This includes times when a member is using the microphone to address Town Meeting. The Town will provide paper masks for those who forget one, or do not have a face covering. The Town will not provide hand sanitizer, so Members may choose to bring their own. In addition, given the outdoor nature of the event, Members are encouraged to prepare as you would for any outdoor event in early October. Consider bringing bug spray, sunscreen, drinking water and appropriate clothing for the weather

Getting to Town Meeting

Town Meeting members may use the following parking lots to park during the Meeting: Needham High School Parking Lot, the Upper Lot of the Rosemary Recreation Complex on Rosemary Street, the Needham Free Public Library parking lots, and on-street parking on Highland Avenue.

Access for the Disabled: Some designated Handicap Parking will be available along Rosemary Street. In addition, drop off will be permitted on Rosemary Street. Members who require handicap parking or drop-off should use the entrance to the parking lot from Rosemary Street. To ensure that adequate arrangements are made, Members who require parking or seating assistance, are asked to contact the Office of the Town Manager at 781-455-7500 extension 0 prior to October 1st.

Please arrive early! We need to start promptly at 1:00 p.m. To enter Town Meeting, Members must enter only through marked entrances corresponding to their Precinct. A map indicating entrance locations will be posted on the Town Meeting website prior to Town Meeting. For your information, the entrances are:

Precincts A & B – Entrance 1

Precincts C & D – Entrance 2

Precincts E & F -- Entrance 3

Precincts G & H – Entrance 4

Precincts I & J – Entrance 5

When you enter the meeting space, take any seat and avoid congregating in groups. Seats will be placed nine feet apart from one another to facilitate more than adequate social distancing. Please do not attempt to move or rearrange the seating.

Restrooms will be available in Memorial Field House, but use will be limited to one person at a time.

Important Information for Town Meeting Members Needham's October 2020 (Outdoor) Special Town Meeting

The Warrant, Warrant Articles, Presentations

As in June, our hope is that with the precautions in place, all Members who are able, will participate in the Special Town Meeting and continue providing the governance Needham requires.

There are 17 articles in the Special Town Meeting Warrant. The final Warrant will be posted on Friday, September 18. The number of articles is being kept as low as possible with Town committees and boards exercising great restraint. One citizen's petition has been submitted. As in June, hard copies of materials will not be available at the meeting. Members are encouraged to read the articles and accompanying information on the Town of Needham website. In addition, presentations for the articles for consideration will be available via video on the Town's YouTube page (<http://needhamma.gov/needhamyoutube>) Please view these presentations in advance of October 4 because there will be no video presentations at the meeting. Our action on the Special Town Meeting Warrant will begin with the Consent Calendar. Then, I will call each article in numerical order and proceed immediately to open discussion. **We will not have the traditional presentations by proponents of an article, followed by the Finance Committee. Instead, we must rely on the advance video presentations. Please review them prior to our meeting.**

To facilitate a more efficient meeting, the Town has created a dedicated email address where Members and the public may submit questions to the proponents or to the Finance Committee in advance. Questions will be answered on the Town Meeting website in advance of the meeting. Questions can be emailed to townmeeting@needhamma.gov.

Participating in Town Meeting

To facilitate Member participation, multiple microphones will be placed around the seating areas. Members are asked to use the closest microphone if they wish to speak. Members should not touch the microphones, wear a face covering and should remain at a distance from the microphone as delineated by the marking on the ground.

If a member cannot walk to or stand at a microphone, they should contact the Town Manager's office in advance for an accommodation. Please contact TownMeeting@needhamma.gov or call 781-455-7500 extension 0.

Once again, no presentations will be delivered at this Special Town Meeting. While questions from Members will of course be permitted as always, you are encouraged to submit questions ahead of time. These measures are not intended to infringe upon our rights and duties as a Town Meeting Members; they are intended to help us reduce the amount of time Members are gathered together and thereby help protect the public health.

Important Information for Town Meeting Members
Needham's October 2020 (Outdoor) Special Town Meeting

Departing Town Meeting

Town Meeting Members are asked to depart the meeting through the same entrances from which they entered. Please do not gather in groups and please maintain appropriate physical distancing from others, which everyone knows by now is approximately six feet. Face coverings should not be removed until members have departed and are out of the area.

The rain date for Special Town Meeting will be 1:00 p.m. on October 11. Notice of cancellation due to rain will be posted on the Town's Website the day of the meeting.

Conclusion

I realize there is a lot of information in this memorandum, but all of it is vital. Together, we will do this one more (and hopefully the last) time. Thank you for your persistence and demonstrated willingness to convene as a Town Meeting, even under challenging circumstances. I look forward to seeing you all on October 4.

Thank you.

Michael K. Fee

Town Moderator