



Important Information for Town Meeting Members Regarding Needham's October 2023 Special Town Meeting

From Moderator Michael K. Fee

Hello Town Meeting Members and Citizens of Needham! Through this notice, I am providing some important information on the procedures we will use at the Special Town Meeting to be held on October 30, 2023.

Presentation Format Used for the May 2023 Annual Town Meeting

For the reasons I communicated in advance of the Annual Town Meeting this past May, we are no longer using video presentations as a replacement for in-person, live presentations about Articles under consideration at Town Meeting.

In May, we transitioned to a process which by all accounts worked well. To review, proponents of Articles and the Finance Committee post summary materials on the town website in advance of Special Town Meeting. These materials may be PowerPoint slides or similar tools that will provide Town Meeting Members with a summary of the presentation they will hear live at Special Town Meeting. These summary materials are organized by Article. The summary materials may be accompanied by supporting primary source materials of the kind we have been posting all along.

I strongly discourage the last-minute distribution of materials and information of any kind relating to an Article to be considered at Special Town Meeting. To ensure that Town Meeting Members are informed in advance of Special Town Meeting and have an opportunity to meaningfully consider the information, I am asking that materials be posted for review by Town Meeting Members no later than Friday, October 27, 2023.

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As we did at the Annual Town Meeting in May, when we reach an Article at Special Town Meeting, I will call on the proponents to present to Members. Again, replicating what we did in May, I will seek your unanimous consent to allow a total of no more than **12 minutes** for presentation by the proponents and the same amount of time for the delivery of the recommendation of the Finance Committee. As you will recall, this is a reduction from the 15 minutes we allowed prior to the COVID-19 pandemic. Of course, under special circumstances, the Moderator has the discretion to extend the time.

The Warrant

The Warrant Committee (the Select Board) has prepared Special Town Meeting Warrant containing 16 Articles. I am not aware of any Articles that will not be presented.

Participating in Town Meeting

We will continue the use of standing microphones for remarks from the floor. These will be placed around the seating areas. Members are asked to use the closest microphone if they wish to speak. The Marshal will help direct you to a microphone and if necessary, adjust it for you.

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

Safety Precautions

Please use common sense when attending Special Town Meeting. If you wish to wear a face mask, feel free to do so. Please do not attend Special Town Meeting if you have received a positive COVID-19 test in the five (5) days preceding Special Town Meeting. If you tested positive for COVID between six and 10 days before Special Town Meeting, then you must wear a mask and have decreasing symptoms to safely attend Special Town Meeting. .

As always, please stay home if you are feeling unwell or have any of the following symptoms:

- Cough; shortness of breath; fever; or loss of taste or smell.

Conclusion

Thank you for your participation. I hope to see you all at the Special Town Meeting on Monday, October 30, 2023.

All the best,

/s/ Michael K Fee

Michael K. Fee

Needham Town Moderator