

SELECT BOARD Meeting Agenda

6:30 p.m. June 8, 2021

VIA ZOOM

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.

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		Affordable Housing Trust Meeting will be held as a separate meeting at 6:00 p.m.
1.	6:30	Proclamation in Honor of George Yered
2.	6:30	Park & Recreation Summer Update • Cindy Chaston, Chair, Park & Recreation Commission • Chris Gerstel, Vice-Chair, Park & Recreation Commission • Stacey Mulroy, Director of Park & Recreation
3.	6:45	Policing Recommendations Update • John Schlittler, Chief of Police
4.	7:15	Town Manager • Remote Participation by Members of Public Bodies • July 4th Parade Update • On-line Bill Payment Options • Reservoir Path Naming • Off-premises Sale of Alcohol • Town Manager Report
5.	7:40	Board Discussion • June 22, 2021 Meeting • NUARI Update • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Approve a request from the Exchange Club of Needham to sponsor the 4 th of July parade which will begin at 9:00AM and finish by 11:30AM. Event has been approved by Police, Fire, and Health Department.
2.*	Approve a request from Julie Richmond of the Charles River YMCA, who has

	submitted a Road Event form, to hold its “Charles River Annual Independence Day 5K Run” on Monday, July 5, 2021 from 8:00AM to 9:00AM The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.					
3.	Vote to extend the authorization granted to the Town Manager by its votes of June 9, September 22, and November 10, 2020 to grant all local approvals necessary to allow existing local businesses to utilize outdoor seating in parking lots, on-street parking spaces, sidewalks, landscaped yard areas or other appropriate locations to provide more space to serve patrons from sixty days after the Governor’s Declaration of Emergency is rescinded to October 31, 2021 or such later date as may be approved by the Massachusetts Legislature, such authorization to remain subject to all the terms and conditions stated in the Board’s original vote.					
4.*	Approve minutes of May 19, 2021 and May 25, 2021					
5*	Approve a Special One Day Wines & Malt Beverages Only License for Lindsay Martin, of Needham Pool & Racquet Club to host a New Member Reception on Friday, June 11, 2021 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham, pending Police approval.					
6.	Grant permission for the following residents to hold block parties:					
Name		Address	Party Location	Party Date	Party Rain Date	Party Time
Sean Finnegan		41 Mellen Street	Mellen Street	6/12/21	6/13/21	2pm-10pm
Celia Carboni		42 Greenwood Ave	Greenwood Ave	7/17/21	7/18/21	2pm-9pm

PROCLAMATION

- Whereas: George J. Yered was born on June 21, 1921 in Quincy and is turning 100 years old on June 21, 2021; and
- Whereas: George J. Yered married Dolores prior to leaving to serve in the military; and
- Whereas: George J. Yered was a member of the US Armed Forces, serving honorably in the US Army during World War II in Okinawa; and
- Whereas: George J. Yered, post military, had a lengthy career at the General Mail Facility at the South Postal Annex at South Station in Boston; and
- Whereas: George and Dolores Yered moved to Needham in October 1959, and raised their family, including his late son Frank who served in the Air Force; his late son Robert who was a Coast Guardsman in Vietnam, his daughter Sarah Jane, and his son George, Jr. While serving in Vietnam, a munitions boat that Robert was assigned to in Da Nang Harbor was struck by enemy forces and Robert was able to free the heavily damaged vessel and guide it away from other vessels and personnel. Robert was awarded the Silver Star for his actions, and in 2012 the US Coast Guard commissioned USCG Robert Yered (WPC-1104), as Sentinel – Class cutter based in Miami, FL.; and
- Whereas: George J. Yered still lives in the Chestnut Street home in Needham that he shared with his late wife Dolores, welcoming visits from his 11 grandchildren and 9 great-grandchildren; and
- Whereas: George J. Yered has remained an active member in the Lt. Manson H. Carter VFW Post #2498 in Needham, MA. Prior to the pandemic, he was still a regular attendee at the Post meetings and has been an active player in the Post's cribbage league.

NOW THEREFORE BE IT RESOLVED that the Needham Select Board and the citizens of Needham jointly express their congratulations on the 100th birthday of George J. Yered and appreciation for his service to our country.

Signed this 8th day of June 2021

Select Board of Needham





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

MEETING DATE: June 8, 2021

Agenda Item	Park & Recreation Summer Update
Presenter(s)	Cindy Chaston, Chair, Park & Recreation Commission Chris Gerstel, Vice-Chair, Park & Recreation Commission Stacey Mulroy, Director of Park & Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Park & Recreation Commissioner members and staff will provide an update on Summer 2021 recreational programs and the Pools at Rosemary Recreation Complex.	
2.	VOTE REQUIRED BY SELECT BOARD
n/a	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 6/8/2021

Agenda Item	Policing Recommendations Update
Presenter(s)	John Schlittler, Chief of Police Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Chief and the Town Manager will discuss the recommendations that have been made about policing in Needham and seek Board feedback on next steps and priorities.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a) Status of Recommendations Relating to Law Enforcement in Needham, June 2021 (Draft) b) Needham Police Department Operations PowerPoint	

Status of Recommendations Relating to Law Enforcement in Needham

DRAFT June 4, 2021

NUARI Recommendations

Recommendation: Meet regularly with stakeholder groups and communities of color to build mutual trust and respect.

Current Status: The Chief will establish connections with representatives of community resource groups and individuals who have reached out about their personal experiences with race and policing in Needham and will report back to the Board on progress in October 2021.

Recommendation: Work with stakeholders to sponsor a series of conversations between the public and police officers, including especially BIPOC individuals, to build relationships and a stronger understanding of different perspectives and lived experiences.

Current Status: The Chief will work with the Town Manager, Assistant Town Manager/Operations and outside experts to develop a framework for individual discussions between police officers and members of the BIPOC community and will report back to the Board on progress in October, 2021. The Department will also participate in Town-sponsored community conversations about race and policing as appropriate.

Recommendation: Find ways to educate the public on the role of police officers, such as through a Citizen Academy.

Current Status: NPD is planning a citizen academy for Fall 2021. The Junior police academy will be held June 21 – 24, 2021. The Chief will report back on the citizen academy in August 2021.

Recommendation: Emphasize training on mental health issues, threshold inquiries, de-escalation techniques and the impact of implicit bias on policing. Further de-escalation training in non-life-threatening conditions should also be considered.

Current Status: All officers will have completed de-escalation mental health techniques for first responders by the end of May. Two new officers are waiting to complete the training. De-escalation is emphasized in every use of force training scenario. Training tactics include verbal communication, slowing down the pace of incidents, warnings, waiting out a person, creating distance and cover, and calling in additional resources to assist. Since December, the Community Outreach Officer (COO) and embedded clinical social worker have had outreach/contacts 66 different times. This is important because such intervention can help address issues proactively prior to an individual going into crisis. Having this embedded clinician who works with our COO or available officers on scene creates positive interaction and develops trust with the family and individual who is in crisis.

All officers and dispatchers have recently completed implicit bias training. A sergeant and lieutenant attended Fair and Impartial Policing train-the-trainer event in May. They will be certified to use the materials to train the entire department on the Fair and Impartial Policing training this summer.

Recommendation: Prioritize leaving Civil Service to gain greater flexibility within the hiring and promotional process to achieve a more diverse department which reflects the broader community.

Current Status: This matter is subject to on-going collective bargaining.

Recommendation: Implement all local components of the new state police reform law once additional guidance is made available. Following that, the Select Board should identify if any local policies or practices warrant additional review or changes or whether additional reforms should be made.

Current Status: The POST Commission [members](#) have been appointed. Staff will monitor the progress of the Commission and attend public meetings.

Recommendation: Review the Use of Force Policy after the Peace Officer Standards and Training (POST) Commission issues the model policy and determine whether NPD's policy should include a stronger focus on de-escalation.

Current Status: This review will occur after the POST Commission issues the model policy.

Recommendation: Have the Select Board serve as the oversight body of the Needham Police Department until the POST Commission role is defined.

Current Status: The Select Board serves as the oversight body until the POST Commission role is more clearly defined.

Recommendation: Report regularly and make publicly available key enforcement data, broken down by race, gender and residency, to identify potential disparities and monitor trends over time.

Current Status: NPD Enforcement Data [Dashboards](#) have been compiled for 2018, 2019 and 2020. The dashboard will continue to be refined and revised based on stakeholder input. The dashboard will be issued annually in the February/March timeframe.

Recommendation: Support funding for a regional collaboration with the Needham Police Department, Dedham Police Department, and Riverside Community Care to provide clinical support services for individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated (see May 2021 Special Town Meeting Warrant Article 15).

Current Status: This program, which began as a PILOT in late 2020, was funded for an additional year at the May 1, 2021 Special Town Meeting.

Tidwell Report Recommendations

Recommendation: NPD Policy § 1.01: Use of Force - The policy itself, while consistent with best practices in its recognition of de-escalation as a critical part of ongoing use of force training, does not espouse de-escalation as a guiding principle in use of force decision-making nor does it

require that officers attempt to de-escalate a situation when reasonably and safely able to do so. We recommend that the policy be revised to incorporate these safeguards.

Current Status: We are awaiting direction from POST on a template Use of Force policy and will review other policies based on this recommendation. See above for de-escalation used in NPD training.

Recommendation: NPD Policy § 1.07: Threshold Inquiries – NPD’s Use of Force policy does not require that officers report handcuffing of compliant individuals. However, the Threshold Inquiries policy does require the reporting of every investigative detention to include the identity of the person stopped and “all important facts relative to the incident.” In our view, handcuffing qualifies as an “important fact” and, as such, we recommend that the policy be revised to require officers to include handcuffing as part of any investigative detention report even where, like here, the handcuffing does not meet the requirements for reporting under the Use of Force policy.

Current Status: The NPD added a handcuffing special reporting feature to all incident reports, which will allow for tracking of incidents that individuals were handcuffed. Information on the incidence of handcuffing will be included in the annual public safety report. In addition to MPTC annual criminal law and criminal procedure updates and training, NPD will ensure that the topic of threshold inquiries is addressed in training on an annual basis.

Recommendation: NPD policy 4.01, Internal Affairs – This policy governs the conduct of the department’s internal investigations and notes that, “[T]o a large degree, the public image of this department is determined by how well it responds to allegations of misconduct against the department or its officers.” The Tidwell report suggests the NPD review its IA practices with respect to Internal Affairs investigations in the following areas.

NPD Policy § 1.12: Eyewitness Identifications – This policy governs the conduct of eyewitness identification procedures and cautions officers as to the unreliability of eyewitness identifications as well as the need to avoid circumstances that are unnecessarily suggestive of criminality. The policy also cautions against the use of RMV photos to identify suspects.

Current Status: This policy is being reviewed and adjusted as needed. The Chief will report on the review of this policy in October 2021. It must be understood that as a last resort, RMV photos may be the only photo available at the time of the investigation, and further investigative methods are needed to positively ID a suspect.

NPD Policy § 2.01: Follow-up Investigations – While the policy does permit patrol officers to conduct follow-up investigations, the manner in which such are conducted appear to warrant assessment as part of a thorough internal investigation.

Current Status: The Chief will ensure that officers are training on appropriate investigative methods.

NPD Rules & Regulations 7.3: Courtesy to the Public – Further review of actions that appear to be in violation of the policy’s requirement that officers “answer questions from citizens in a courteous manner.”

Current Status: The Chief is committed to ensuring that officers are courteous and respectful.

NPD Rules & Regulations 7.4: Requests for Officer Identification (Name/Badge Number) – Further review of whether any officers walked away without providing said information which, if proven, would constitute a policy violation.

Current Status: The Chief will ensure that officers are aware of and comply with the Officer Identification policy.

Articulation of Standard of Proof We recommend that the Internal Affairs policy be amended to include the standard of proof for sustaining a complaint. Notice of the evidentiary burden/standard of proof serves an important due process function for individual officers. It also offers the community some assurance that complaints are investigated fairly and uniformly. We believe that a preponderance of the evidence standard comports with best practices for conduct of police internal investigations and recommend that the department incorporate same here.

Current Status: NPD will update the articulation of the standard of proof included in the Internal Affairs policy by September 1, 2021.

Review and Oversight of Internal Investigations. In our view, implementation of a meaningful civilian oversight function to buttress the police department’s internal investigations process would promote transparency while enhancing trust and community confidence in compliant investigations.

Current Status: The review and oversight of internal investigations will be a function of the POST Commission as all complaints or IA investigations will have to be forwarded. The Select Board serves as the oversight body until the POST Commission role is more clearly defined.

The department should adopt a practice of recording IA interviews to protect the integrity of internal investigations in the event that a witness later recants his/her account or where allegations are raised that the investigation was somehow manipulated to achieve a desired outcome. Recording of interviews would also better enable outside reviewers, such as those in a civilian oversight role, to evaluate and assess the quality of completed investigations.

Current Status: NPD typically does record IA interviews, but Covid-19 precautions and the inadequate interview room at the temporary station did not provide for appropriate social distancing. It should be noted that in some cases, officers have legal rights which allows them to not be recorded.

Recommendation: Create a dashboard of relevant metrics, disaggregated by race, developed in partnership with the Community and based on academic research on important data to track.

Current Status: Staff are reviewing the research of the [Police Foundation](#) and feedback provided by Equal Justice in Needham members to evaluate best practices in data benchmarking. Other sources will also be identified and reviewed. The dashboard will be issued in the February/March timeline each year.

Recommendation: IT systems should be modified to capture relevant data fields and relieve the burden on manual analysis.

Current Status: NPD has added some reporting collection features. The Department is constrained by the limitations of the software.

Recommendation: Particular attention should be paid to measuring data on race.

Current Status: NPD is working with the Town Manager and Select Board on refining the Enforcement Data Dashboards and on planning for an Annual Public Safety Report.

Recommendation: An annual public safety report should provide a comparative perspective on public safety outcomes, disaggregated by race.

Current Status: NPD will develop and issue an Annual Public Safety Report in the February/March timeframe. The Chief will report on the planning for the report in October 2021. NPD Enforcement Data [Dashboards](#) have been compiled for 2018, 2019 and 2020. The dashboard will continue to be refined and revised based on stakeholder input.

Recommendation: Publish the names, rank/role and training of all NPD employees on the Police Department website.

Current Status: NPD will publish an organizational chart and the names and ranks of all officers on its website by September 1, 2021. Information on training will be included in the Annual Report.

Recommendation: Ensure robust and regular oversight of metrics and identify and act upon areas needing improvement.

Current Status: NPD leadership will continue to monitor metrics and act on areas needing improvement. The Chief will meet regularly with the Select Board to discuss metrics.

Recommendation: De-escalation should be the foundation of all interactions and policies of the Department.

Current Status: De-escalation is emphasized in every use of force training scenario provided to employees. These de-escalation tactics include verbal communication, slowing down the pace of incidents, warnings, waiting out a person, creating distance and cover, and calling in additional resources to assist. De-escalation is a core value of NPD leadership.

Recommendation: The Use of Force policy should be rewritten based on modern models.

Current Status: NPD will review the Use of Force Policy after the Peace Officer Standards and Training (POST) Commission issues the model policy to determine whether NPD's policy should include a stronger focus on de-escalation.

Recommendation: Policies related to mental health, complaints and disciplinary procedures, bias and hiring should be audited and revised.

Current Status: These policies will be reviewed after the model policies are issued by the POST Commission.

Recommendation: Modernize policies related to mental health and ensure that all officers receive crisis training.

Current Status: NPD completed the [One Mind Pledge](#) in February of 2019. Needham is one of roughly 50 towns or agencies that have completed the One Mind Pledge requirements. These practices include:

- Establishing a clearly defined and sustainable partnership with one or more community health organizations.
- Developing and implementing a model policy addressing law enforcement response to people in crisis and/or with mental health issues or disorders.
- Training and certifying 100 percent of sworn officers (and selected non-sworn staff, such as dispatchers) in mental health awareness courses by:
 - Providing Mental Health First Aid training (or equivalent) to 100% of officers (and selected non-sworn staff); and
 - 100% of officers have completed De-escalation mental health techniques for first responders in 20/21
 - All officers are trained in Mental health First Aid.
 - Approximately 50% all of officers are trained Crisis intervention. We plan on training department but currently only offered 2 seats to this training when available. Covid has delayed the availability of these classes but we will continue to train our officers.

Recommendation: Create an oversight body to monitor and be aware of NPD needs; the oversight body's reviews should be publicly available and published on the Town's website.

Current Status: The Select Board serves as the oversight body to monitor NPD needs; the POST Commission will serve as an oversight body once it is in operation.

Recommendation: The Oversight Body should commission an audit of key NPD policies, training and staffing in order to better align them with Needham's values and better reflect 21st century knowledge about best practices in community policing.

Current Status: The policy recommendations compiled in this document are the result of multiple analyses and discussions, from a variety of stakeholders, about best practices in community policing. They are being proposed to the Select Board as priority areas for NPD to focus on in the coming year. Updates on progress towards these recommendations will inform future actions.

Recommendation: There should be a Town-wide review of existing mental health resources with the goal of better servicing those with mental health needs.

Current Status: An initial gap analysis is [here](#).

Recommendation: The recent police reform bill allows school superintendents to opt out of the mandate that schools must have an SRO, and Needham should consider whether an armed police officer is best suited to carry out these duties within the school setting.

Current Status: The Superintendent has provided the following response as to why the School Resource Officer Positions are crucial in the Needham Public Schools:

The role of the School Resource Officer (SRO) in the Needham Public Schools is critical to promoting the safety, security, and wellbeing of all students, staff, and visitors to our schools. The Needham community, through the leadership and support of Town Manager Kate Fitzpatrick and Police Chief John Schlittler, has prioritized this crucial position to ensure that the key principles articulated in the [Memorandum of Understanding](#) are implemented in a way that promotes the education and welfare of all students.

The SROs maintain a regular, steady, and positive presence in the school community by supporting students and staff through, for example, consultations, meeting with family members, teaching classes, and participating in school and learning activities. Their presence is welcomed, anticipated, and encouraged through daily and ongoing collaborative conversations with staff, students, and parents. The arrival of “Officer Rocket” with one of our SROs in a classroom is always an exciting and comforting experience for all students, regardless of age.

Some of the key activities that highlight the responsibilities of the SRO in the NPS include:

- Advising and assisting the administration with issues of residency, truancy, or matters brought before the juvenile courts.
- Providing training and guidance on school safety, especially the implementation of active shooter drills and education around school security.
- Working and consulting with students, families, administrators, and counselors around issues of domestic violence, sexual assault, and cyber bullying.
- Coordinates services with the Boston Police Department to support Boston resident students and families.
- Advising school administration and staff about school security, safety and emergency management measures, protocols, and planning designed to protect students, staff, and property.
- Developing respectful and nurturing relationships with staff, families, and students to ensure a safe learning environment for all members of the school community.
- Advises the public and private school administrators and staff about issues of student safety and security;

In addition to the official responsibilities outlined in the MOU, the SRO provides significant and important service to students and staff in myriad ways as reported by building principals. Examples include:

- SRO delivered food to families in subsidized housing who did not have transportation
- The SRO has brought students to doctor's appointments provides resources to families in need
- The SRO is the conduit between the school and community; he/she has on many occasions brought much needed materials/ supplies to homes including wi-fi Hot Spots and even picking up children who missed their buses.
- The SRO is a presence as a support in our school community and demonstrates not to be afraid of police- the presence actually reduces stress and anxiety about police because the relationship is so positive.
- The SRO teaches multiple classes every year to students on particular topics involving police and the justice system. The SRO provides instruction and serves as a resource in Wellness classes, Science classes, and in our American Law classes, among many other situations.
- The SRO lives the vision of community policing and positive relationships.
- The SROs are prepared, trained and ready to de-escalate situations; SROs focus on education vs. punishment.
- The high school SRO has deep relationships of trust with some of our most disconnected and disenfranchised students. Many of these close relationships are with students of color, and he is among the important list of people they trust and seek out to talk, for advice, and to confide in.
- The SRO's reassuring presence and kind demeanor provide a strong model of compassion and support by a police officer. The SRO is at athletic events, in classrooms, and constantly available in the hallways, supporting and encouraging students in all environments.
- The presence of Rocket, the support dog, further softens the image and provides yet another connection between the students. As they walk the halls or drive through town, students and other community members flock to Rocket and shout to him in the car. Students often come seeking time with Rocket - and, in turn, the SRO - in the office setting throughout the day.

The presence of the School Resource Officer in the Needham Public Schools is essential to the overall programming in our community's schools. Without this position, and the ongoing and strong support of the entire Needham Police Department as well as the Needham Fire Department, our schools and students would be less safe, less secure, and their educational program and growth would be diminished.

Our schools are safer, our students are more secure with the ongoing collaboration and partnership we have established with the Needham Police Department.

Recommendation: The Department should consider becoming an accredited Department.

Current Status: It has long been a goal of the Department to participate in the accreditation process through the Massachusetts Police Accreditation Commission. The Department has been constrained by staff resources and the inadequacies of the old police station, as many aspects of the accreditation review process include the physical characteristics of the station and the Town

could not meet the standard. After the new station is complete, NPD will begin the certification process and will explore the accreditation process.

Needham



Police

NPD Mission Statement



The Needham Police Department is committed to excellence in everything we do. We pledge to maintain a close working relationship with the community to protect life and property and maintain a safe and peaceful environment for all. We will perform our sworn duties ethically, maintaining respect for individual rights, human dignity, cultural diversity, and community values.



Needham Police Staffing

- Chief: 1
- Deputy Chief: 1
- Lieutenants: 3
- Sergeants: 7
- Officers: 35
 - Patrol: 24
 - Prosecutor: 1
 - Detectives: 3
 - Community Service Officer: 1
 - School Resource Officers: 2
 - Administrative Patrol: 1
 - Motorcycle Officer: 1
 - Traffic Officer: 1
 - Community Outreach Officer: 1
- Dispatchers: 5
- Civilian Employees: 5

- Total: 63
- Total Sworn: 53

Functional Chart





Sergeants

7 Total-

- 5 Patrol Sergeants
- 1 Administrative Sergeant
- 1 Detective Sergeant

Duties include, but not limited to:

- Plan and direct shift operations
- Provide law enforcement protection of property and life
- Apprehend those suspected of violation of the law
- They keep themselves abreast of the laws and all applicable changes in department rules, local, state and federal laws and regulations that effect police operations, as well as civil rights of community personnel
- They supervise patrol officers on their assigned shifts and are responsible for officers' appearance, conduct, proficiency, and discipline
- They answer questions, complaints, and/or problems initiated by townspeople, department heads, the Union, and/or officers as they arise
- Every sergeant has ancillary duties assigned to them

Uniformed Patrol Division

The largest division within the department and operates on a 24-hour basis.

Its services include, but are not limited to:

- Protecting life and property
- Enforcing all laws and town bylaws, preserving peace and public order, identifying criminal offenders and criminal activity
- Apprehending offenders
- Performing general traffic enforcement and services
- The Uniformed Patrol Division works on a rotating schedule of four days on shift and two days off shift

Midnights (12:00 a.m. to 8:00 a.m.)	Days (8:00 a.m. to 4:00 p.m.)	Evenings (4:00 p.m. to 12:00 a.m.)
<u>Sergeant</u>: 1 <u>Officers</u>: minimum staff- 3 patrol officers <u>Dispatcher</u>: 1 Minimum would be 4 on road and one on the desk	<u>Lieutenants</u>: 1-4 <u>Sergeants</u>: 1 <u>Officers</u>: 5-7 minimum staff- 5 patrol officers <u>Dispatcher</u>: 1 Minimum would be 5 on road and one on the desk	<u>Lieutenants</u>: 1 <u>Sergeants</u>: 1-2 <u>Officers</u>: 5-7 minimum staff- 5 patrol officers <u>Dispatcher</u>: 1 Minimum would be 5 on road and one on the desk

Detective Bureau

Currently, the Needham Police Department has three Detectives and one Detective Sergeant who oversees the bureau. The Detective Bureau is under the general supervision of the Chief, and the Detective Sergeant supervises the Detectives under his or her command. The Detective Bureau is responsible for investigating crimes against persons and property (such as: larcenies, breaking and entering to businesses and residential homes, and assault and batteries), financial and white-collar crimes, sexual assaults and abuse, child assault and abuse cases, and other allegations of criminal conduct occurring within the Town or referred to the department from outside agencies.

Adult Prosecutor

The Needham Police Department currently has a full-time Court Prosecutor. The Prosecutor is responsible for the preparation and presentation of cases at the District Court level. As the Department's liaison with the court, the Prosecutor coordinates the scheduling of cases and witnesses.

Juvenile Officer

The Needham Police Department currently has one part-time Juvenile Officer. The Juvenile Officer investigates and processes all crimes involving persons up to the age of eighteen. She is available to the members of the Department, as well as members of the community, for consultation on all matters affecting the handling of juvenile offenders and youth related problems.

Education

Forty-one members of the police department have college degrees. There are 12 officers with master degrees, 1 law degree, 1 MBA and 1 officer is pursuing his PHD.

Community Service/Safety Officer

The Community Service Officer is under the direct supervision of the Lieutenant in charge of Traffic and Community Safety. The Community Service Officer has the primary responsibility of training, scheduling and supervising all Traffic Supervisors (civilian positions) while creating a safe environment for children around the schools. The general duties include, but are not limited to:

- Supervises 18 Traffic Supervisors who cover 62 school crossings daily and checks with them periodically to discuss safety/traffic concerns they might have
- Issue citations and/or speak to violators of traffic laws concerning school buses and/or inappropriate driving in and around the schools
- Periodically meets with principles and health and safety committees at each school
- Assists all Elementary School 3rd grade physical education teachers with 3rd Grade Bike Rodeo
- Issues bicycle licenses
- Works with the Council on Aging and the Health Department regarding elderly issues
- Performs follow-up investigations with Elder Services (Springwell)
- Serves as the Police liaison to the Commission of Disabilities
- Serves as the Police liaison to the Norfolk County Sheriff's Department TRIAD Commission
- Assists SRO with A.L.I.C.E. drills
- Assists Fire Dept. with Fire drills



Motorcycle Officer

- The Motorcycle Officer has been beneficial in terms of traffic enforcement and community policing.
- The Department has seen a dramatic increase in the volume of calls for police escorts for funeral processions etc., which Motorcycle is essential in traffic management.
- The Motorcycle Officer assists in the safety of road races and is highly visible throughout town for traffic enforcement

Traffic Unit

- The Traffic Unit conducts enforcement based on several factors such as statistical analysis of crashes, citations, enforcement and citizen complaints
- Frequently, the Police Department receives complaints from citizens regarding traffic volume, blocked intersection and/or speeding. Officers will increase selective enforcement in those areas, in addition to performing general traffic enforcement
- The Needham Police Department receives Traffic Enforcement Grant funding (provided by the Massachusetts Executive Office of Public Safety and Security), which allows officers on an overtime shift to conduct traffic enforcement with specific objectives in mind





School Resource Officer

- The NPD has 2 School Resource Officers
 - High School
 - Middle and Elementary Schools
- The NPD School Resource Officers play a valuable role within our community and historically have done an incredible job connecting with the Needham youth in many ways.
- In the past, our SRO's have attended sports games/performing arts plays and concerts, coached powderpuff, taught classes in the various schools, and taken students to lunch.
- The COVID 19 pandemic brought on an entirely new challenge for our SROs to accomplish their jobs while working around numerous hurdles including COVID19 restrictions, virtual school, different cohorts, and juvenile mental health cases rising.
- Our SROs were constantly in touch with Needham Public School guidance counselors to assist students in need both in school and out of school.



Below are some examples of what our SROs did last year:

- During the pandemic, our SROs would drop off food to numerous families in town who did not have the means to get to the pick-up locations
- Regularly pick up students and drive them to school when in-person school resumed
- Taught in person and virtual classes at many of the Needham Public Schools (i.e., 4th amendment classes, Self-defense classes, cooking classes, internet safety classes, bullying classes, armed intruder trainings)
- Held many classes with Staff at public and private schools in Needham during the pandemic to review armed intruder scenarios
- Brought two Needham students to get eye exams and glasses fittings because the students could not see the board and their parents were unable to take them
 - Then reached out to the Needham Police Union and various organizations in town to have the glasses paid for
- Would take walks with an autistic student during the early stages of the pandemic to get him out of his house
- Bought a hospitalized student toiletries, clothing, birthday gifts and books. They also visited this student throughout her hospitalization
- Connected with and have been resources for parents who have been struggling with their children for many different reasons
- Our SROs and Rocket (our Community Resource Dog) have made an increased amount of home visits and classroom visits during the past year, particularly to help students struggling with mental health issues
- Helped tutor students for upcoming exams
- Helped Needham students in need get into driving school free of cost
- Run a free junior police academy for middle school students each summer
- Donated bikes and bike helmets to students in need

The vast majority of SRO involvement is initiated by the School

Calls Initiated By:

- School: 46
- Victim: 9
- Youth & Family Services: 1
- Parent: 3
- Store Manager: 1
- SRO: 1

Many of the Interactions SROs have with BIPOC students are situations where they are a victim of a crime. In our data there are many instances of BIPOC students fall into one of the following categories:

- victims
- runaways
- a participant in a fight
- a student driven to school
- a student who had a meal delivered to them.
- a student in which the school asking for help with a student in mental health crisis

The data also included instances where the reporting person was BIPOC or an adult guardian was involved in an incident at a school.

[illegible]

Currently, there are 24 Needham officers certified in Crisis Intervention. Each year, approximately 44 million adults will experience a serious mental health condition. Through collaborative community partnerships and intensive training, CIT improves communication, identifies mental health resources for those in crisis and ensures officer and community safety. Our goal is to keep people with mental illness out of jail and *in* treatment, on the road to recovery.



On January 20, 2020, Needham Police named its 1st Community Outreach Officer to follow up on Mental Health calls and work with the individual to obtain the resources that are needed. Some of this officer's duties are:

- Follow up with persons involved in Mental Health calls and Substance Abuse calls by phone and then arrange a follow up visit according to the Needham Community Crisis Intervention Team (NCCIT) Special Order
- Act as a liaison to Beth Israel Deaconess Needham and Newton Wellesley Hospital to facilitate feedback and communication about Mental Health and Substance Abuse related transports
- Meet monthly with the Needham Community Crisis Intervention Team (NCCIT) and report on new cases, as well as ongoing cases being managed
- Meet quarterly with the Substance Prevention Alliance of Needham (SPAN)
- Attend Norfolk District Attorney Monthly meetings regarding opioid abuse
- Attend the Riverside System of Care discussions



On December 18, 2020, the Needham Police Department (in partnership with the Dedham Police Department) hired a **Law Enforcement Clinician** through Riverside Community Care

- o Our clinician works with our Community Outreach Officer and provides officers with clinical oversight to the support services
- o 100% of officers have completed De-escalation mental health techniques for first responders
- o All officers are trained in Mental health First Aid
- o Approximately 50% all of officers are trained Crisis intervention.
 - We plan on training department but currently only offered 2 seats to this training when available. Covid has delayed the availability of these classes, but we will continue to train our officers.
 - I think there is confusion as to 20% being trained, the 20% threshold was required to meet the requirements of the IACP one mind pledge. We obviously have surpassed that requirement and will continue to do so going forward.

Benefits:

Call to Dover PD man had a gun and was going to harm self. Worked with Dover PD who kept individual on phone. Sgt responded and met with officers to develop a plan of action prior to rushing in and forcing a dangerous situation. The COO, who is familiar with the individual, responded to assist officers on scene. We were able to get the individual to come out where he was greeted by officers and the COO was able to talk to him through the incident and the situation concluded peacefully. The individual was transported to a critical care facility.

COO and Clinician Partnership- an example how they're making a difference

Currently working with an individual who has autism and other mental health needs-

- He has struggled for years and has history of police involvement
- COO/Clinician met with individual to address needs
- Clinician used her resources to apply for mental health services, state agency involvement, and helped him fill out applications
- Clinician worked with individual regarding living arrangements and ride services
- Worked with individual to create a resume
- COO used contacts for potential job opportunities
- Worked with individual on interview preparation
- Worked with individual on mental health crisis management, addressing family dynamics to limit police response.

The individual was offered a job after one of the interviews.



Training

The Needham Police Department has strived to train officers to the highest standards

- The amount of training associated with potential use of force and decision-making techniques to reduce the need for force by officers
- The Needham Police has exceeded what is required by both the State and The Municipal Police Training Committee; however, we strive to be better.
- Here are some of highlights/changes implemented since the June 2020 Town Meeting-
 - Mandated Cultural Diversity and Implicit Bias Training for all Needham Police Officers
 - Mandatory De-escalation Training
 - Crisis Intervention Training
 - Policy Changes to include prohibiting force that compromises an individual's ability to breath
 - Policy Changes requiring officers to immediately report, in writing, any excessive force used by a fellow officer
 - Electronic Control Device Policy (Taser) changes to limit its use when dealing with the known mentally ill
 - Creating a Community Outreach Officer that specifically deals with Needham citizens that suffer with Mental Health
 - MILO Training- An interactive use of force software system that emphasizes proper decision making
 - The introduction of 5 additional Less Lethal systems (Bean Bags)
 - The purchase of 9 BOLA wraps. A device which restrains and individual without pain or intense physical restraint techniques



Training (continued)

Diversity Training

All officers and dispatchers have recently completed Implicit Bias Training

- A Lieutenant and Sergeant will be attending a Fair and Impartial “Train the Trainer” event in late May
- They will be certified to use the materials to train the entire department on Fair and Impartial Training this summer

Police training

All officers will have completed De-escalation Mental Health Techniques for First Responders

- Waiting on 2 new officers to complete training

De-escalation is emphasized in every *use of force* training scenario

Officers utilize such tactics as:

- Verbal communication
- Slowing down the pace of incident
- Warnings
- Waiting out a person
- Creating distance and cover
- Calling additional resources in to assist



Milo Range Simulator

Use of Force

Preservation of human life is ***paramount*** to the Needham Police Department

Historically, The Needham Police Department has very few “Use of Force Incidents” in comparison to the number of citizen interactions

- Lethal Force (discharge of a firearm) has only been used once since 1997
- Prior to that it was deployed once in the 1980’s and prior to that it was used one time in the late 1970’s.
In over 5 decades only 3 incidents of lethal force/firearm

The Use of Force incidents that Needham Police are involved in are a result of an individual’s level of unlawful compliance/resistance rather than officer looking to harm the public

- We are obligated morally, by law and by policy to use only that level of force that is reasonable and necessary to affect an arrest, to ensure public safety or protect ourselves or others from harm
- The degree of force used depends upon the individual’s resistance or threat perceived by the officer at the exact time of the incident
- These situations are often dynamic and rapidly evolving requiring officers to make split second decisions

Use of Force

Compliant subject (Level 1)

Communication skills; physical contact to guide subject; or compliant handcuffing techniques.

Passive Resistant subject (Level 2)

Empty hand contact controls to guide or remove subject from an area and handcuff.

Active Resistant subject (Level 3)

Empty hand techniques to gain control (wristlock, arm-bar); distraction techniques (joint manipulation, pressure points); chemical irritants (OC), or baton arm-lock. Use of the ECW in a drive stun is also an example of a response at this level.

Assaultive / Bodily harm (Level 4)

Defensive tactics designed to cease the non-lethal assault such as empty hand strikes (elbow, knee, head-butt, kicks, punches, and blocks); or less-lethal weapons (baton strikes, blocks, and bean-bag gun). Full Deployment of the ECW where the probes “hit” the subject would also be a response at this level.

Assaultive / Serious Bodily Harm or Death (Level 5)

The officer perceives that an assault on him/herself or another has risen, or is about to rise, to a level with the potential to cause serious injury or death.

Use of Force 2019-20

Totals – 21

2019 – 13

2020 – 8

Source

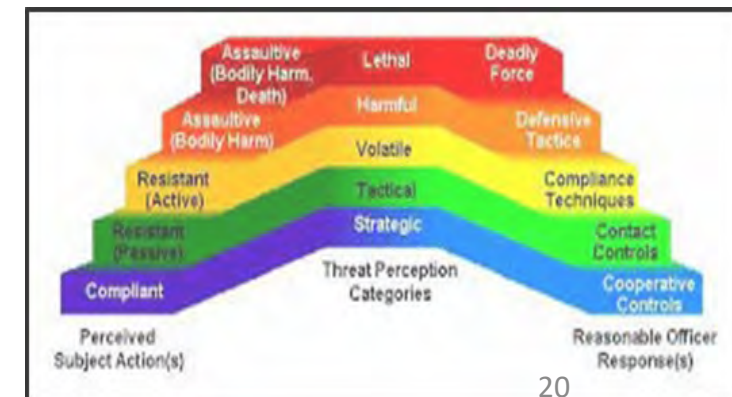
Calls for Service – 18

Initiated by Police – 3

Called in by Social Workers – 3

Type of Force

Most often used force,
Compliance Techniques
(Hands) – 17
Injuries to Subject – 0



Police Interaction Data

We are currently working with **NUARI** and the **Needham Select Board** to develop a metric for data collection and to regularly report, and make available, key enforcement data, broken down by race, gender and residency, to identify potential disparities and monitor trends over time.

Arrests and FIO's

- Difficult to measure by percentage because the statistics are very low and any variation in data with lower totals can create a big swing in the percentages.
- We feel that Motor Vehicle Stops is a best and most reliable indicator to use when determining potential racial discrepancy or bias.
- These numbers are large and very stable over the last several years.
- We are one of the smaller number Police Departments that tracks all motor vehicle stops including stops resulting in verbal warnings.

EJN Report

The EJN report references an increase in the percentage of BIPOC people arrested in the 2019-20 data they received and state that it needs to be explored more closely. We did explore those numbers more closely.

Many of our arrests are for crimes that have a mandatory arrest by statute or a preferred arrest by statute (For Example: Arrest Warrants, Domestic Assault and Battery, Violation of Protection Orders, and Operating Under the Influence)



Police Interaction Data (cont.)

In the 2019-20 Arrest Data, 22 out of 34 BIPOC arrests involved crimes with a **mandatory or preferred arrest**.

3 Asian people arrested

- All 3 were arrested for Domestic Assault and Battery charges. One of which included the charge of Strangulation / suffocation

16 Black people arrested in this data set

- 11 of those arrests included mandatory or preferred arrests
- 7 arrestees had active arrest warrants
- 2 were arrested for domestic assault and battery. One of which included the charge of Strangulation / suffocation
- 1 was arrested for violation of an Abuse Prevention Order
- 1 was arrested for Operating under the influence of alcohol
- (other Arrests included Possession of Class C, Distribution of Class D, A&B on a PO)

15 Hispanic people arrested

- 11 of those arrests included mandatory or preferred arrests
- 5 arrestees had active arrest warrants
- 1 was arrest for domestic assault and battery
- 2 were arrested for Operating under the influence
- (other Arrests included Fail to Register as Sex Offender, Possess Burglarious Tools, Possess Heroin)

Multiple Offenses

Why would an officer add multiple offenses to a traffic ticket, or criminal complaint?

In most cases, for example, when an officer pulls someone over for speeding. After an investigation, the officer finds that the operator has no license or insurance.

- In a case like this, the officer will add the charge of unlicensed operation and uninsured MV.
- You still need to add the speeding charge to the ticket as this is the violation that led to the discovery of the other offenses.
- From a legal standpoint, the officer must show the court that the MV stop was lawful which led to discovery of the other offenses.

In some cases, you need offense A to get to offense B and C. (For example: Marked Lanes may lead to OUI)

- In this situation, the officer cannot let the operator leave as we would be liable if he/she were to get into an accident etc.
- The officer isn't piling on charges, he/she is trying to establish the legal requirement to prosecute the offense committed.

The only basis for which additional charges are sought is whether probable cause is established for the crimes presented.

- On the criminal side, when officers respond to a domestic and are presented with domestic assault and battery, that is one charge; however, may be presented with additional charges, such as suffocation or strangulation.

Arrests / Complaints

- We looked at Motor Vehicle Stop Data for the last few years.
- Our Officers arrest a smaller percentage of BIPOC motorists than white motorists when making discretionary arrests.

2019	Total	Arrest	Summonsed	%
BIPOC	57	13	44	22.8%
White	77	34	43	44.2%
2020	Total	Arrest	Summonsed	%
BIPOC	61	9	52	14.8%
White	40	14	26	35%

Goals and Priorities

- Work with stakeholders to sponsor a series of conversations between the public and police officers; especially, BIPOC individuals, to build relationships and a stronger understanding of different perspectives and lived experiences.
- Meet regularly with stakeholder groups and communities of color to build mutual trust and respect.
- Implement all local components of the new State Police Reform Law, once additional guidance is made available.
- Continue Junior Police Academy this June and hold Citizen Police Academy in the Fall of 2021.
- It will be a priority to continue to explore and negotiate with the Unions to leave Civil Service which will allow us much needed flexibility in hiring process for a more diverse department.
- Continue training officers in mental health, de-escalation, and bias related issues.
- We'll have additional department sponsored trainings on threshold inquiries and witness identification.
- Explore the accreditation process, with the potential to implement after the completion of the public safety building.
- Review the forthcoming report on Body Camera and recommendations from the Post Commission Study and re-evaluate program for Needham.

In Partnership with our Community

Our officers strive to maintain communication and create partnerships within our community.



Coffee with a Cop

4 times a year, we coordinate with the Center at the Heights “Coffee with a Cop”. We treat the seniors to coffee and donuts and sit down with them and chat with them.





Participating in the Tug-of-War
Needham v. Wellesley
Relay for Life Fundraiser





Road
Races



Visit to the Police Station



Crafts with a Cop
(via Zoom due to
Covid-19)



Town Events
School Field Trips to
the Police Station



Ride to School in
a police car



Storytime with a Cop at the Little Red Schoolhouse





Halloween
Neighborhood
Parade



Senior's Dinner



Visiting Seniors



Powder Puff Game



R.A.D. Self-Defense Classes





Rocket, our Community Resource Dog, is a valuable supplement to Needham Police Department resources. Rocket provides interactions with members of our community to reduce anxiety and increase communication between police officers and members of the public, provides comfort for people during times of crisis, and provides aid and comfort to individuals, groups and communities impacted by violence, tragedy, or traumatic events.



Self Defense
classes at the
High School



Simulating impairment



Officer teaching a cooking
class at the High School



Officer keeping a child occupied while parents were speaking with clinicians



Police Station Tour



Junior Police Academy

In partnership



with our community



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

MEETING DATE: 6/8/2021

Agenda Item	Remote Participation by Members of Public Bodies
Presenter(s)	Katie King, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Governor's COVID-19 State of Emergency expires on June 15, 2021, ending certain relief provided to the Town under the Open Meeting Law (M.G.L. c.30A, §§18-25). Barring changes in state law, as of June 15, all public bodies will be required to provide in-person access for the public and all members of public bodies would be required to attend meetings in person. The Select Board can authorize the adoption of 940 CMR 29.10, which would allow members of public bodies to participate remotely in limited circumstances. This allowance would apply to all local public bodies, appointed and elected, and could be changed or rescinded by the Board at any time. The Governor has filed legislation to allow entirely remote public meetings to continue until September 1, 2021, to provide more time for municipalities to transition and for the Legislature to consider more permanent changes to the Open Meeting Law.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted for meetings of all local public bodies within the Town of Needham until September 1, 2021.	
3.	BACK UP INFORMATION ATTACHED
(a) 940 CMR 29 - Open Meeting Law Regulations	

940 CMR: OFFICE OF THE ATTORNEY GENERAL

940 CMR 29.00: OPEN MEETINGS

Section

29.01: Purpose, Scope and Other General Provisions

29.02: Definitions

29.03: Notice Posting Requirements

29.04: Certification

29.05: Complaints

29.06: Investigation

29.07: Resolution

29.08: Advisory Opinions

29.09: Other Enforcement Actions

29.10: Remote Participation

29.11: Meeting Minutes

29.01: Purpose, Scope and Other General Provisions

(1) Purpose. The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25.

(2) Severability. If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby.

(3) Mailing. All complaints, notices (except meeting notices), and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

29.02: Definitions

As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

County Public Body means a public body created by county government with jurisdiction that comprises a single county.

District Public Body means a public body with jurisdiction that extends to two or more municipalities.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Intentional Violation means an act or omission by a public body or a member thereof, in knowing violation of M.G.L. c. 30A, §§ 18 through 25. Evidence of an intentional violation of M.G.L. c. 30A, §§ 18 through 25 shall include, but not be limited to, that the public body or public body member: (a) acted with specific intent to violate the law; (b) acted with deliberate ignorance of the law's requirements; or (c) was previously informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08, that the conduct violates M.G.L. c. 30A, §§ 18 through 25. Where a public body or public body member has made a good faith attempt at compliance with the law, but was reasonably mistaken about its requirements, such conduct will not be considered an intentional violation of M.G.L. c. 30A, §§ 18 through 25.

Person means all individuals and entities, including governmental officials and employees. Person does not include public bodies.

Post Notice means to place a written announcement of a meeting on a bulletin board, electronic display, website, or in a loose-leaf binder in a manner conspicuously visible to the public, including persons with disabilities, at all hours, in accordance with 940 CMR 29.03.

Public Body has the identical meaning as set forth in M.G.L. c. 30A, § 18, that is, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

Qualification for Office means the election or appointment of a person to a public body and the taking of the oath of office, where required, and shall include qualification for a second or any subsequent term of office. Where no term of office for a member of a public body is specified, the member shall be deemed to be qualified for office on a biennial basis following appointment or election to office.

Regional Public Body means a public body with jurisdiction that extends to two or more municipalities.

Remote Participation means participation by a member of a public body during a meeting of that public body where the member is not physically present at the meeting location.

29.03: Notice Posting Requirements

(1) Requirements Applicable to All Public Bodies.

(a) Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, § 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting.

(b) Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting, and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting.

(c) Notices posted under an alternative posting method authorized by 940 CMR 29.03(2) through (5) shall include the same content as required by 940 CMR 29.03(1)(b). If such an alternative posting method is adopted, the municipal clerk, in the case of a municipality, or the body, in all other cases, shall file with the Attorney General written notice of adoption of the alternative method, including the website address where applicable, and any change thereto, and the most current notice posting method on file with the Attorney General shall be consistently used.

(d) The date and time that a meeting notice is posted shall be conspicuously recorded thereon or therewith. If an amendment occurs within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended shall also be conspicuously recorded thereon or therewith.

(2) Requirements Specific to Local Public Bodies.

(a) The official method of posting notice shall be by filing with the municipal clerk, or other person designated by agreement with the municipal clerk, who shall post notice of the meeting in a manner conspicuously visible to the public at all hours in, on, or near the municipal building in which the clerk's office is located.

(b) Alternatively, the municipality may adopt the municipal website as the official method of notice posting.

1. The Chief Executive Officer of the municipality, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to adopt the municipal website as the official method of posting notice. Any municipality that has adopted its website as the official method of posting notice by another method as of October 6, 2017 will have satisfied the adoption requirement.
2. If adopted, a description of the website as the notice posting method, including directions on how to locate notices on the website, shall be posted in a manner conspicuously visible to the public at all hours on or adjacent to the

main and handicapped accessible entrances to the municipal building in which the clerk's office is located.

3. Once adopted as the official method of notice posting, the website shall host the official legal notice for meetings of all public bodies within the municipality.
4. Notices must continue to be filed with the municipal clerk, or any other person designated by agreement with the municipal clerk.

(c) A municipality may have only one official notice posting method for the purpose of M.G.L. c. 30A, §§ 18 through 25, either 940 CMR 29.03(2)(a) or (b). However, nothing precludes a municipality from choosing to post additional notices via other methods, including a newspaper. Such additional notice will not be the official notice for the purposes of M.G.L. c. 30A, §§ 18 through 25.

(d) Copies of notices shall also be accessible to the public in the municipal clerk's office during the clerk's business hours.

(3) Requirements Specific to Regional or District Public Bodies.

(a) Notice shall be filed and posted in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional or district public body may, by majority vote, adopt the regional or district public body's website as its official notice posting method. A copy of each meeting notice shall be kept by the chair of the public body or the chair's designee in accordance with the applicable records retention schedules. The public body shall file and post notice of the website address, as well as directions on how to locate notices on the website, in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(4) Requirements Specific to Regional School Districts.

(a) The secretary of the regional school district committee shall be considered to be its clerk. The clerk of the regional school district committee shall file notice with the municipal clerk of each city and town within such district and each such municipal clerk shall post the notice in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional school district committee may, by majority vote, adopt the regional school district's website as its official notice posting method. A copy of each meeting notice shall be kept by the secretary of the regional school district committee or the secretary's designee in accordance with the applicable records retention schedules. The regional school district committee shall file and post notice of the website address, as well as directions on how to locate notices on the

website, in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(5) Requirements Specific to County Public Bodies.

(a) Notice shall be filed and posted in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(b) As an alternative method of notice, a county public body may, by majority vote, adopt the county public body's website as its official notice posting method. A copy of the notice shall be kept by the chair of the county public body or the chair's designee in accordance with the applicable records retention schedules. The county public body shall file and post notice of the website address, as well as directions on how to locate notices on the website, in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(6) Requirements Specific to State Public Bodies. Notice shall be posted on a website. A copy of each notice shall also be sent by first class or electronic mail to the Secretary of the Commonwealth's Regulations Division. The chair of each state public body shall notify the Attorney General in writing of its webpage for listing meeting notices and any change to the webpage location. The public body shall consistently use the most current website location on file with the Attorney General. A copy of the notice shall be kept by the chair of the state public body or the chair's designee in accordance with the applicable records retention schedules.

(7) Websites. Where a public body adopts a website as its method of noticing meetings, it must make every effort to ensure that the website is accessible to the public at all hours. If a website becomes inaccessible to members of the public within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, the municipal clerk or other individual responsible for posting notice to the website must restore the website to accessibility within six hours of the time, during regular business hours, when such individual discovers that the website has become inaccessible. In the event that the website is not restored to accessibility within six business hours of the website's deficiency being discovered, the public body must re-post notice of its meeting for another date and time in accordance with M.G.L. c. 30A, § 20(b).

29.04: Certification

(1) For local public bodies, the municipal clerk, and for all other public bodies, the appointing authority, executive director, or other appropriate administrator or their designees, shall, upon a public body member's qualification for office, either deliver to the public body member, or require the public body member to obtain from the Attorney General's website, the following educational materials:

(a) The Attorney General's Open Meeting Law Guide, which will include an explanation of the requirements of the Open Meeting Law; the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25; and the Attorney General's regulations, 940 CMR 29.00-29.11.

(b) A copy of each Open Meeting Law determination issued to that public body by the Attorney General within the last five years in which the Attorney General found a violation of M.G.L. c. 30A, §§ 18 through 25. Open Meeting Law determinations are available at the Attorney General's website.

(2) Educational materials may be delivered to public body members by paper copy or in digital form.

(3) Within two weeks after receipt of the educational materials, the public body member shall certify, on the form prescribed by the Attorney General, receipt of the educational materials. The municipal clerk, appointing authority, executive director or other appropriate administrator, or their designees, shall maintain the signed certification for each such person, indicating the date the person received the materials.

(4) An individual serving on multiple public bodies must sign a certification for each public body on which he or she serves. A public body member does not need to sign a separate certification when joining a subcommittee of the public body.

(5) A public body member must sign a new certification upon reelection or reappointment to the public body.

29.05: Complaints

(1) All complaints shall be in writing, using the form approved by the Attorney General and available on the Attorney General's website. A public body need not, and the Attorney General will not, investigate or address anonymous complaints. A public body need not address a complaint that is not signed by the complainant. A public body need not address a complaint that is not filed using the Attorney General's complaint form.

(2) Public bodies, or the municipal clerk in the case of a local public body, should provide any person, on request, with an Open Meeting Law Complaint Form. If a paper copy is unavailable, then the public body should direct the requesting party to the Attorney General's website, where an electronic copy of the form will be available for downloading and printing.

(3) For local public bodies, the complainant shall file the complaint with the chair of the public body, who shall disseminate copies of the complaint to the members of the public body. The complainant shall also file a copy of the complaint with the municipal clerk, who shall keep such filings in an orderly fashion for public review on request during regular business hours. For all other public bodies, the complainant shall file the complaint with the chair of the relevant public body, or if there is no chair, then with the public body.

(4) The complaint shall be filed within 30 days of the alleged violation of M.G.L. c. 30A, §§ 18 through 25, or if the alleged violation of M.G.L. c. 30A, §§ 18 through 25, could not reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered.

(5) Within 14 business days after receiving the complaint, unless an extension has been granted by the Attorney General as provided in 940 CMR 29.05(5)(b), the public body shall meet to review the complaint's allegations; take remedial action, if appropriate; and send to the complainant a response and a description of any remedial action taken. The public body shall simultaneously notify the Attorney General that it has sent such materials to the complainant and shall provide the Attorney General with a copy of the complaint, the response, and a description of any remedial action taken.

(a) Any remedial action taken by the public body in response to a complaint under 940 CMR 29.05(5) shall not be admissible as evidence that a violation occurred in any later administrative or judicial proceeding against the public body relating to the alleged violation.

(b) If the public body requires additional time to resolve the complaint, it may obtain an extension from the Attorney General by submitting a written request within 14 business days after receiving the complaint. A request may be submitted by the chair, the public body's attorney, or any person designated by the public body or the chair. The Attorney General will grant an extension if the request demonstrates good cause. Good cause will generally be found if, for example, the public body cannot meet within the 14 business day period to consider proposed remedial action. The Attorney General shall notify the complainant of any extension and the reason for it.

(6) If the public body needs additional information to resolve the complaint, then the chair may request it from the complainant within seven business days of receiving the complaint. The complainant shall respond within ten business days after receiving the request. The public body will then have an additional ten business days after receiving the complainant's response to review the complaint and take any remedial action pursuant to 940 CMR 29.05(5).

(7) If at least 30 days have passed after the complaint was filed with the public body, and if the complainant is unsatisfied with the public body's resolution of the complaint, the complainant may file a complaint with the Attorney General. When filing a complaint with the Attorney General, the complainant shall include a copy of the original complaint along with any other materials the complainant believes are relevant. The Attorney General shall decline to investigate complaints filed with the Attorney General more than 90 days after the alleged violation of M.G.L. c. 30A, §§ 18 through 25, or if the alleged violation of M.G.L. c. 30A, §§ 18 through 25, could not reasonably have been known at the time it occurred, then within 90 days of the date it should reasonably have been discovered. However, this time may be extended if the Attorney General grants an extension to the public body to respond to a complaint or if the complainant demonstrates good cause for the delay in filing with the Attorney General.

(8) The Attorney General shall acknowledge receipt of all complaints and will resolve them within a reasonable period of time, generally 90 days.

(9) Mediation to Resolve a Complaint.

(a) If a complainant files five complaints alleging violations of M.G.L. c. 30A, §§ 18 through 25, with the same public body or within the same municipality within 12 months, upon the fifth or subsequent complaint to that public body or a public body within that municipality within the 12-month period, the public body may request mediation with the complainant, at the public body's expense, to resolve the complaint. A mediator is defined by M.G.L. c. 233, § 23C, and will be selected by the Attorney General.

(b) A public body must request mediation prior to, or with, its response to the complaint. If the mediation does not produce an agreement, the public body will have ten business days from the last joint meeting with the mediator to respond to the complaint.

(c) A public body may participate in mediation in open session, in executive session through M.G.L. c. 30A, § 21(a)(9), or by designating a representative to participate on behalf of the public body.

(d) If the complainant declines to participate in mediation after a public body's request in accordance with 940 CMR 29.05(9)(a), the Attorney General may decline to review the complaint if it is thereafter filed with the Attorney General.

(e) If the mediation does not resolve the complaint to the satisfaction of both parties, then the complainant may file a copy of his or her complaint with the Attorney General and request the Attorney General's review. The complaint must be filed with the Attorney General within 30 days of the last joint meeting with the mediator.

(f) Any written agreement reached in mediation shall become a public record in its entirety and must be publicly disclosed at the next meeting of the public body following execution of the agreement.

(g) Nothing in this section shall prevent a complainant from filing subsequent complaints, however public bodies may continue to request mediation in an effort to resolve complaints in accordance with 940 CMR 29.05(9)(a).

(h) Nothing in this section shall prevent a public body or complainant from seeking mediation to resolve any complaint. However, only mediation requests that follow the requirements of 940 CMR 29.05(9)(a) will trigger the application of 940 CMR 29.05(9)(d).

29.06: Investigation

Following a timely complaint filed pursuant to 940 CMR 29.05, where the Attorney General has reasonable cause to believe that a violation of M.G.L. c. 30A, §§ 18 through 25, has occurred, then the Attorney General may conduct an investigation.

(1) The Attorney General shall notify the public body or person that is the subject of a complaint of the existence of the investigation within a reasonable period of time. The Attorney General shall also notify the public body or person of the nature of the alleged violation.

(2) Upon notice of the investigation, the subject of the investigation shall provide the Attorney General with all information relevant to the investigation. The subject may also submit a memorandum or other writing to the Attorney General, addressing the allegations being investigated.

If the subject of the investigation fails to voluntarily provide the necessary or relevant information within 30 days of receiving notice of the investigation, the Attorney General may issue one or more civil investigative demands to obtain the information in accordance with M.G.L. c. 30A, § 24(a), to:

(a) Take testimony under oath;

(b) Examine or cause to be examined any documentary material; or

(c) Require attendance during such examination of documentary material by any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material.

Any documentary material or other information produced by any person pursuant to 940 CMR 29.06 shall not, unless otherwise ordered by a court of the Commonwealth for good cause shown, be disclosed without that person's consent by the Attorney General to any person other than the Attorney General's authorized agent or representative. However, the Attorney General may disclose the material in court pleadings or other papers filed in court; or, to the extent necessary, in an administrative hearing or in a written determination to resolve the investigation pursuant to 940 CMR 29.07.

29.07: Resolution

(1) No Violation. If the Attorney General determines, after investigation, that M.G.L. c. 30A, §§ 18 through 25, has not been violated, the Attorney General shall issue a written determination to the subject of the complaint and copy any complainant.

(2) Violation Resolved Without Hearing. If the Attorney General determines after investigation that M.G.L. c. 30A, §§ 18 through 25, has been violated, the Attorney General may resolve the investigation without a hearing. The Attorney General shall determine whether the relevant public body, one or more of its members, or both, were responsible. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon finding a violation of M.G.L. c. 30A, §§ 18 through 25, the Attorney General may take one of the following actions:

(a) Informal Action. The Attorney General may resolve the investigation with a letter or other appropriate form of written communication that explains the violation and clarifies the subject's obligations under M.G.L. c. 30A, §§ 18 through 25, providing the subject with a reasonable period of time to comply with any outstanding obligations.

(b) Formal Order. The Attorney General may resolve the investigation with a formal order. The order may require:

1. immediate and future compliance with M.G.L. c. 30A, §§ 18 through 25;
2. attendance at a training session authorized by the Attorney General;
3. nullification of any action taken at the relevant meeting, in whole or in part;
4. that minutes, records or other materials be made public;
5. that an employee be reinstated without loss of compensation, seniority, tenure or other benefits; or
6. other appropriate action.

Orders shall be available on the Attorney General's website.

(3) Violation Resolved After Hearing. The Attorney General may conduct a hearing where the Attorney General deems appropriate. The hearing shall be conducted pursuant to 801 CMR 1.00, et seq., as modified by any regulations issued by the Attorney General. At the conclusion of the hearing, the Attorney General shall determine whether a violation of M.G.L. c. 30A, §§ 18 through 25, occurred and whether the public body, one or more of its members, or both, were responsible. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon a finding that a violation occurred, the Attorney General may order:

- (a) immediate and future compliance with M.G.L. c. 30A, §§ 18 through 25;
- (b) attendance at a training session authorized by the Attorney General;
- (c) nullification of any action taken at the relevant meeting, in whole or in part;
- (d) imposition of a fine upon the public body of not more than \$1,000 for each intentional violation; however, a fine will not be imposed where a public body or public body member acted in good faith compliance with the advice of the public body's legal counsel, in accordance with M.G.L. 30A, § 23(g);
- (e) that an employee be reinstated without loss of compensation, seniority, tenure or other benefits;

(f) that minutes, records or other materials be made public; or

(g) other appropriate action.

Orders issued following a hearing shall be available on the Attorney General's website.

(4) A public body subject to an order of the Attorney General following a written determination issued pursuant to 940 CMR 29.07 shall notify the Attorney General in writing of its compliance with the order within 30 days of receipt of the order, unless otherwise indicated by the order itself. A public body need not notify the Attorney General of its compliance with an order requiring solely immediate and future compliance pursuant to 940 CMR 29.07(2)(b)(1) or 940 CMR 29.07(3)(a).

(5) A public body or any member of a body aggrieved by any order issued by the Attorney General under 940 CMR 29.07 may obtain judicial review of the order through an action in Superior Court seeking relief in the nature of certiorari. Any such action must be commenced in Superior Court within 21 days of receipt of the order.

29.08: Advisory Opinions

The Attorney General will generally not issue advisory opinions. However, the Attorney General may issue written guidance to address common requests for interpretation. Such written guidance will appear on the Attorney General's website.

29.09: Other Enforcement Actions

Nothing in 940 CMR 29.06 or 29.07 shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, §§ 18 through 25, pursuant to M.G.L. c. 30A, § 23(f).

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other, as required by M.G.L. c. 30A, § 20(d);

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if physical attendance would be unreasonably difficult.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

i. telephone, internet, or satellite enabled audio or video conferencing;

ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

(8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

29.11: Meeting Minutes

(1) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, in accordance with M.G.L. c. 30A, § 22(a).

(2) Minutes of all open and executive sessions shall be created and approved in a timely manner. A "timely manner" will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages public bodies to approve minutes at the next meeting whenever possible.

REGULATORY AUTHORITY 940 CMR 29.00: M.G.L. c. 30A, § 25(a) and (b).



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

MEETING DATE: 6/8/2021

Agenda Item	July 4 th Parade Update
Presenter(s)	Katie King, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Assistant Town Manager Katie King will update the Board on the status of the July 4 th Parade.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion Only.
3.	BACK UP INFORMATION ATTACHED
	(a) Letter from John Terry, Needham Exchange Club (b) Fourth of July Plan



Needham 4th of July Celebration



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2021 MAR -9 A 8:57

www.needhamexchangeclub.org

Sponsored by The Exchange Club of Needham, Inc.

P.O. Box 920475, Needham, MA 02492

March 7, 2021

Kate Fitzpatrick, Town Manager
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Kate,

As you are aware the Needham Exchange Club has for many years sponsored the town's annual 4th of July events. Although the COVID-19 public health crisis prevented holding any events in 2020, the improving and evolving public health situation suggests that we should at least plan for the possibility of holding 4th of July events this year.

The Exchange Club would like to work with the Town to determine how the Club can plan to sponsor Needham's Annual 4th of July Celebration this year. Specifically, the Club asks for your guidance and assistance to engage the appropriate Town's departments so that we can by mid-May jointly establish the feasibility of:

- Developing a spectator management plan that would enable having the fireworks at Memorial Field on Sunday the 4th of July, in the event that the State and Needham Board of Health guidelines would allow for that in some form. We would like to commit to the fireworks company by May 31st.
- Holding another scaled down parade with town vehicles and possibly community participation but without outside bands, this too in respect of Board of Health and State guidelines.

To that end the Exchange Club of Needham requests your direction to engage and plan with the Town departments, targeting mid-May to determine whether or what type of celebration can be held that meets Town guidance and public health directives appropriate for the event.

Thank you on behalf of the Needham Exchange Club 4th of July Celebration Organizing Committee

John Terry, 4th of July, Tri-chair
Needham Exchange Club - Fourth of July Committee
781-258-0540
johnaterry15@gmail.com

cc: Rick Lunetta, President, The Exchange Club of Needham
Jim Reulbach, Tri-Chair, Exchange Club Fourth of July Committee
Clark Friedman, Tri-Chair, Exchange Club Fourth of July Committee

FOURTH OF JULY PARADE SAFETY PLAN - MAY 25, 2021

TOPIC	DETAILS
EVENT NAME WITH DATE AND TIME	2021 Needham Fourth of July Parade - Parade will begin at 9:00 AM and finish at approximately 11:30 AM - Participants are requested to be ready for the Parade by 8:00 AM
EVENT SPONSOR	The Exchange Club of Needham, with the permission and cooperation of the Town of Needham.
DESCRIPTION OF EVENT	The Needham Fourth of July Parade is a traditional flags, bands, floats, and vehicles parade that follows a route approximately 1 ½ miles long beginning near the Needham Common. The route typically takes an hour to complete, and in a normal year it takes about an hour to start all the participants. The Parade lasts about 2 ½ hours in a normal year. The Parade route is included as Exhibit A.
NUMBER OF AND DESCRIPTION OF PARTICIPANTS	The Parade is expected to be smaller than prior years parades. Normally the parade has about 70 to 80 “units” including Town vehicles. This year we are targeting around 40 to 60 “units” including Town vehicles. Note that this is an estimate, with a better measure of size not being available until the end of June. It is estimated that there may be approximately 300 to 400 individuals participating in the Parade, which would be a mix of marchers, music performers on a moving vehicle, or individuals riding in a vehicle. The Parade will be comprised of: - Approximately 10 to 15 invited organizations comprised of a mix of bands and historical re-enactment units, with an average size of 15 individuals. Most of these groups would be marchers, although two would be music groups on flatbed trucks. - Community group participants, which would register for the parade. Size per group is indeterminate, although in the past it has averaged around 10 individuals. Community organizations may be marchers or on floats. The online registration form is shown as Exhibit B. - Distinguished guests (Needham Select Board and Representatives to the General Court) in vehicles. Approximately eight individuals in total. - Marching groups from the Needham VFW and American Legion. Possibly 15 individuals in total. - Police and Fire honor guards, as well as Exchange Club banner carriers. Approximately twenty individuals in total. - Possibly youth sports groups, depending on whether there is a State Championship team this year and whether the team would want to be in the parade. Typically, there may be five to ten individuals. - Various antique vehicles from the Bay State Antique Car Club as well as from local owner. Approximately 15 to 20 individuals in their vehicles. - Town of Needham DPW and Fire Trucks, the number of which is not known prior to the parade.
EVENT MANAGEMENT	The Parade is managed by members of The Exchange Club of Needham. The Club has been organizing and sponsoring the Parade for fifty years, and as a result has well practiced processes and expertise to manage and produce the parade. The key parade management individuals with their years of parade experience are: - Parade Marshall: John Terry (six years) - Band Starter @ Walgreens: Cynthia Chaston and family (>10 years)

TOPIC	DETAILS
	• Community Floats @ Great Plain Avenue: Mike Taggart (>10 years) • Parade Flow Triage @ Common: Bill Dermody (>10 years) • Needham Heights @ West and Highland: Gerry Rovner (>10 years) • Flow to Parade End @ Mason Hall: Kevin Ryan (>10 years) • Additionally, other members will pitch in as needed / depending on the circumstance. The team communicates via walkie talkie, on a band shared with Needham Public Safety.
PARTICIPANT STAGING	Participants will be instructed to arrive by 8:00 AM and will be staged depending on their type. There are six staging areas as follows: • Walgreens Parking Lot and Pickering Street: Invited bands and historical re-enactment groups. • Great Plan Avenue toward Webster: Community floats and participants • Greene's Field: Youth groups • Dedham Avenue: Groups with horses • Chapel Street toward Fire Station: Town DPW vehicles • Great Plain between Pickering and the Common: Distinguished guests and VFW.
PARTICIPANT AGREEMENT TO ADHERE TO PARADE COVID-19 SAFETY PROTOCOLS	Participants will be required to agree to abide by the applicable COVID-19 Parade Safety Protocol, which will be updated and communicated to registered participants by the end of June: • Invited Bands would be required to acknowledge that they will adhere to the Parade COVID-19 Safety Protocols, to be communicated by the end of June. • Community participants would be required to adhere to the Parade COVID-19 Safety Protocols, to be communicated by the end of June. • Agreement to the Parade COVID-19 Safety Protocols communicated by the end of June will include acknowledgment that the participant group organizers / leaders will be expected to monitor and enforce compliance with the safety protocols.
SAFETY PROTOCOL: COMMUNICATION AND SIGNAGE FOR SPECTATORS	The Exchange Club will reinforce the applicable COVID-19 Spectator Safety Protocols as part of the messages and outreach for the Parade via social media, it's website and in newspaper announcement. For the day of the parade, appropriate signage approved by Needham Public Health will as applicable be stapled onto telephone poles along the route.
OTHER:	Porta Potty at Walgreens Parking Lot: • We plan to procure a porta potty to be placed in the Walgreen's parking lot for band use Parade Participant Water: Bottled water for parade participants stations will be available following locations: • 24 May Street • 3 Rosemary Street

EXHIBIT A – PARADE ROUTE MAP



EXHIBIT B – Community Float Registration

NEEDHAM EXCHANGE CLUB FOURTH OF JULY PARADE

To be held on July 5th, starting at 9:00 AM

FLOAT REGISTRATION FORM – DUE JUNE 28TH, 2021

The Needham Fourth of July Activities are funded and organized solely by the Exchange Club of Needham. It is the intent of the Exchange Club to present a community oriented, non-commercial, non-political, fun and safe activity for the residents of Needham.

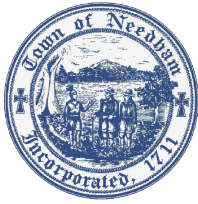
- A float is defined as anything that will move along the parade route. It will be in good taste and should result in enjoyment for participants and observers. Floats shall abide by Parade policies regarding signs and handouts.
- The Parade is not to be used as a forum for a candidate for political office, or for any organization promoting a cause.
- Participants agree to abide by the applicable COVID-19 Parade Safety Protocol, which will be updated and communicated to registered participants by the end of June.
- No swag, fliers, or promotional materials will be distributed to spectators along the route.
- No goods, merchandise, food, or beverages will be sold or distributed to spectators along the route.
- No objects of any kind (e.g. candy, flyers) shall be distributed or thrown by any parade participants on the Parade route

Float registration includes agreement with the policies, identification of a contact person, and a description of the float.

If you prefer to send in a paper registration the form can be found at [COMMUNITY FLOAT REGISTRATION FORM 2021.pdf](#)

There is no Parade theme this year, but you are welcome to celebrate the reopening.

Questions can be directed to info@needhamjuly4th.com



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

MEETING DATE: 6/8/2021

Agenda Item	On-line Bill Payment Options
Presenter(s)	David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Assistant Town Manager David Davison will update the Board on the status of current and planned on-line bill payments.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 6/8/2021

Agenda Item	Naming of Reservoir Trail
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
In accordance with the Board's policy on Naming of Facilities and Placement of Materials, the Board discussed the naming proposal at its April 14, 2021 meeting, and solicited feedback from the public and various stakeholders. Based on feedback and comments received, the Town Manager recommends the name Amity Path. It will be important that the status of the path as accessible to persons of all abilities continue to be communicated.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to rename the Reservoir Trail the Amity Path.	
3.	BACK UP INFORMATION ATTACHED
a. Memo to the Select Board from Kate Fitzpatrick regarding Reservoir Trail Naming dated April 9, 2021	



Office of the
TOWN MANAGER

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

TO: Select Board
FROM: Kate Fitzpatrick, Town Manager
DATE: April 9, 2021
RE: Reservoir Trail Naming

At the end of 2020, after the death of David Summergrad, I was contacted about naming a public space after David in honor of his tireless efforts on behalf of the Town in the areas of diversity, equity, and inclusion. David has been described as a “gentle provocateur” who inspired others to make the world a better place through self-education, experience, and a commitment to justice and action. His friends and colleagues describe him as a man who was a great communicator, collaborator, educator, and mentor.

As a result of the initial inquiry, staff involved in the original construction project developed a proposal to rename the Needham Accessible Reservoir Trail as the “Amity Accessible Reservoir Trail,” and to install an appropriate marker of some kind recognizing people who have died who contributed to passive recreation, championed the rights of people with disabilities, people who contributed to the quality of life in Needham, and to the cause of amity. David’s would be the first and founding name. The term amity derives from the Latin word for friend and is often used to describe relationships between political leaders and nations in which goodwill is shown despite differences that might exist between the two parties (Merriam Webster).

In the past few weeks, I have received a dozen or so inquiries about this concept and have widely shared the original proposal. I received a lot of useful feedback, including:

- The proposal may be trying to accomplish too many things, watering down the impact.
- There may not be a need to include the word accessible in the name. Simply calling it the Amity Trail can encompass something larger, and accessibility can be a part of that amity benefit.
- By its definition, amity means peaceful, friendly relations and the fact that the trail is accessible to all is representative of amity.
- It would be best to choose one cause for the naming (i.e. Amity or Accessibility, not both or more).
- It may be best to honor only one person. Including too many names on the board lessens the impact of the honor.

- Amity Accessible Reservoir Trail is a mouthful.
- Amity Accessible Reservoir Trail sounds like the reservoir trail is "amity accessible," or "accessible to amity."
- Since the loop itself is quite short, "Amity Path" seems more fitting than "trail."
- This public space should be dedicated and named in honor of the Town's commitment to diversity, equity and inclusion of all types, embodied by David's longtime devotion to this goal for Needham.

Based on this feedback, the Board may want to consider renaming the Needham Accessible Reservoir Trail the "Amity Path in honor of David Summergrad." I continue to believe that names of those who have died who made extraordinary contributions to the cause of amity, including championing diversity, equity and inclusion, the rights of people with disabilities, and the promotion of amenities for passive recreation, be recognized in some form along the path. This would occur by nomination to the Board in accordance with the naming policy.

Under the Select Board's Policy Naming of Facilities and Placement of Materials, the Board may consider a naming proposal at a regularly scheduled meeting and must allow a two-week comment period before voting. I suggest that if the Board is considering this naming proposal, that we forward it to the Park & Recreation Commission, the Conservation Commission, the Commission on Disabilities, and the Human Rights Committee for input.



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

MEETING DATE: 6/8/2021

Agenda Item	Off-Premises Sale of Alcohol
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will discuss options for updating the Town's off-premises sale of alcohol Special Act.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Home Rule Petition	

DRAFT

**ARTICLE __: HOME RULE PETITION TO ADJUST NUMBER OF OFF-
PREMISES LICENSES**

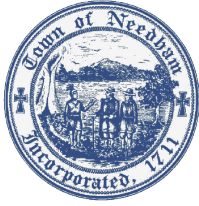
To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation authorizing said Board, as the local licensing authority, to issue licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws up to the maximum number of such licenses authorized by section 17 of said chapter 138, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Town Manager is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT AUTHORIZING THE TOWN OF NEEDHAM TO GRANT LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES AND WINE AND MALT BEVERAGES NOT TO BE DRUNK ON THE PREMISES AS PROVIDED IN SECTION 17 OF CHAPTER 138 OF THE GENERAL LAWS.

*Be it enacted by the Senate and House of Representatives in General Court assembled,
and by the authority of the same as follows:*

SECTION 1. Notwithstanding anything contained in chapter 207 of the Acts of 2012 to the contrary, or in section 11 of chapter 138 of the General Laws, the licensing authority of the Town of Needham shall be authorized to issue licenses for both the sale of all alcoholic beverages not to be drunk on the premises and for the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws in amounts up to the maximum number of such licenses authorized by section 17 of said chapter 138.

SECTION 2. This act shall take effect upon its passage.



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

MEETING DATE: 06/8/2021

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

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

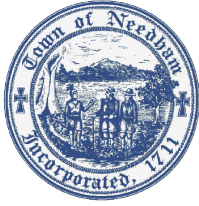


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 6/8/2021

Agenda Item	June 22, 2021 Meeting
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Depending on the Board's position on remote participation and pending action of the State Legislature, the Board may have the option to meet remotely or in person on June 22nd. The Board will discuss its preference.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to hold its June 22, 2021 meeting <u>in-person</u> OR <u>remotely</u>.	
3.	BACK UP INFORMATION ATTACHED

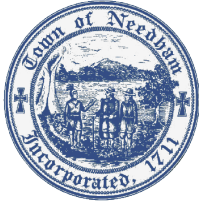


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 06/8/2021

Agenda Item	Committee Reports- Needham Unite Against Racism
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Ms. Cooley will report on the progress of the Needham Unite Against Racism Working Group.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	



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

MEETING DATE: 06/8/2021

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, Massachusetts Road Event Form

INTERNAL USE ONLY

___ DPW ___ Police
___ Fire ___ OTM
___ Park & Rec
___ PFD ___ Paid

TYPE OF EVENT: (check all that apply)

☒ **RUN** ☐ **WALK** ☐ **BICYCLE** ☐ **MOTORCYCLE**

Name of Event:

Charles River Annual Independence Day 5K

Name of Organization:

Charles River YMCA

Event Date(s) and Rain Date if requesting:

Monday, July 5th 2021

Earliest Time Expected in Needham:

7:00 AM

Latest Time Expected in Needham:

9:00 AM

Has this event been conducted in other Towns in the past? ☐ **YES** ☒ **NO**

If yes, name of Town and date:

Needham for 25+ years

Has this event been held in Needham in the past? ☒ **YES** ☐ **NO**

If yes, are you repeating the same route as in prior year(s)? ☒ **YES** ☐ **NO**

Organization Mailing Address:

863 Great Plain Avenue

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

863 Great Plain Avenue Needham, Ma 02492

Primary Contact:

Julie Richmond

Contact Title:

Senior Program/Development Director

Contact Address:

863 Great Plain Ave. Needham, Ma. 02492

Contact Phone (Day):

781-465-2589

Contact Phone (Cell):

781-367-5138

Contact Email:
jrichmond@ymcaboston.org

Number of Expected Participants:

300

Number of Expected Spectators at Peak Time: 300

Are participants charged a fee?

☐ YES ☐ NO

Estimated Number of Vehicles:

0

What type of Parking is required:

none

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

none

Are event organizers available to meet with members of the Town to plan event?

☒ YES ☐ NO

Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO

What will be done in case of inclement weather?

Race is still on in the rain.

Will neighborhoods be impacted by parking and traffic?

yes

What activities are planned for the start of the race (if in Needham)?

no pre-race activites.

What activities are planned for the end of the race (if in Needham)?

No post activites, no award ceremony this year.

What facilities are needed for the start of the race (if in Needham)?

we will utilize the Christ Episcopal church bathrooms and memorial field bathrooms,which are utilized for the parade

What facilities are needed for the end of the race (if in Needham)?

Same as above

<i>Once the event begins, how long will it take to complete the event?</i> One hour- 8am-9am	
<i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</i>	We will provide and post signs through out the route, mile markers, staggered start and Covid safety protocols
<i>Will volunteers be placed along the route?</i>	yes
<i>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</i>	yes, at the start
<i>Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)</i>	no, water only.
<i>Will portable toilets be used? List locations.</i>	NO
<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	yes, only one at 584 Webster Street
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	N/A
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	Our Aquatics director will be present with first aid bag and BID will send a nurse.
<i>Does the event take place during commuter times?</i>	NO
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	NO
<i>Are businesses open during the time of the event?</i>	No
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	Unsure, as this is on the legal holiday
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	no conflicts as we moved from Sunday to Monday
<i>What is the plan to handle trash?</i>	YMCA staff will follow the runners and pick all trash

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***event route map (include map and text of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

Charles River Annual Independence Day 5K SAFETY PLAN - (MAY 23, 2021)

TOPIC	DETAILS
EVENT NAME WITH DATE AND TIME	2021 Charles River Annual 5k Road Race - Monday, July 5th preceeding the Annual Parade begin at 8:00 AM and finish at approximately 9:00 AM - Participants will have a staggered start, every 3 minutes, until 8:12am; 50 runners allotted to each starting time
EVENT SPONSOR	The Charles River YMCA, with the permission and cooperation of the Town of Needham.
DESCRIPTION OF EVENT	The Annual Charles River Independence Day 5K is a Needham tradition. It begins at 1095 Highland Ave. and makes a 5K loop ending at the Library parking lot. The map and course directions are included in Exhibit A. The fastest runners typically finish in 15 minutes with the last runners coming in at 60 minutes, and normally everyone starts at the same time. However; this year we are expecting 50% less participation. We plan to limit capacity to 500 runners and stagger starts every 3 minutes beginning at 8:00am. A chart for WAVES with Starting and finishing times is included in Exhibit B. Pre-registration will be strongly encouraged for all participants. Race shirt and numbers will be available for pickup prior to July 5. There will be one water station at 594 Webster Street-it will consist of small individual water bottles. Water will not be pre-poured into cups by volunteers as in years past. Historically, we have held an awards ceremony at race end in the library parking lot, but to avoid large gatherings, we will forgo the awards ceremony and race times will be transmitted digitally via text message and emailed to participants. There will not be any food available at race end, only water bottles which will be monitored by YMCA staff and volunteers.
NUMBER OF AND DESCRIPTION OF PARTICIPANTS	The Race is targeted to be 50% of its usual size. Normally the race has close to 700 participants. This year we are estimating around 350 participants and pre-registration will be required however we will limit the capacity to 500. At time of registration, participants will be asked their running pace and they will be placed into similar paced groups for starting purposes ie: 6min mile, 7 min mile, 8 min mile, 9 min mile or 10+ min. mile.
EVENT MANAGEMENT	The Race is managed by YMCA Staff and has been organizing and sponsoring the race for over 25 years. The key race management individuals with their years of race experience are: - YMCA Executive Director: Paula Jacobson (six years) - YMCA Sr. Director Julie Richmond (>10 years) - John Pizzuto, from the Needham Running Club (>10 years) Other staff and volunteers will be placed along the route to direct runners along the course. - Representatives from Race Wire will be timing the race. They have worked with our race for the past 4 years. They will manage the starting line and the finish line. - The team communicates via cell phone. Masks will be worn throughout the race by all YMCA staff and Volunteers.
PARTICIPANT AGREEMENT TO ADHERE TO RACE COVID-19 SAFETY PROTOCOLS	Participants will be required to acknowledge that they will adhere to COVID-19 Safety Protocols, as follows: - All event participants will need to complete a self-assessment indicating they've had no positive COVID test or exposure in the last 10 days, and that they are not experiencing any symptoms on the morning of the race. - If a participant is unable to participate due to symptoms/exposure, we will be flexible with deferrals to a future race, in order to encourage individuals not to run if they feel they may be sick. - Agreement to COVID-19 Safety Protocols will include acknowledgment that the participant group organizers / leaders will be expected to monitor and enforce compliance with the safety protocols and will be included at time of registration
SAFETY PROTOCOL: STAGING	All YMCA employees and volunteers will be required to wear a mask throughout the duration of the event. There will be hand sanitizer available at the start and finish line –in the library parking lot.
SAFETY PROTOCOL: IN PROCESS RACE AND AT END PARADE AND AT THE END	Following is the race safety protocol (based on current guidelines): - Results will be transmitted digitally via text message and emailed to all participants. - There will not be an award ceremony at the end of the Race as in years past-to eliminate the congregating of large crowds at the finish line and in the library parking lot. - Water bottles will be available for runners at the race finish line in the parking lot. Volunteers will monitor the water station.
SAFETY PROTOCOL: COMMUNICATION AND SIGNAGE FOR SPECTATORS	There are no State DPH guidelines specific for spectators along a race route. The proposed COVID-19 Spectator Safety Protocol would be as follows: Wear a mask or stay at least 6 feet away from others who are not from your household. The Charles River YMCA will continuously reinforce the COVID-19 Spectator Safety Protocols as part of the messages and outreach for the Race via social media, it's website and in newspaper announcement.

EXHIBIT A – PARADE ROUTE MAP

EXHIBIT B-WAVES OF RUNNING GROUPS

WAVES

Wave Start	Runners	Early Finish	Late Finish
8:00 AM	70-100	8:15 AM	9:00 AM
8:03 AM	70-100	8:18 AM	9:03 AM
8:06 AM	70-100	8:21 AM	9:06 AM
8:09 AM	70-100	8:24 AM	9:09 AM
8:12 AM	70-100	8:27 AM	9:12 AM

[illegible]

Town of Needham
Select Board
Minutes for Wednesday, May 19, 2021
<https://us02web.zoom.us/j/89093905788>

6:00 p.m. Call to Order:

A meeting of the Select Board was convened by Chair Matthew Borrelli. Those present were Marianne B. Cooley, Daniel P. Matthews, Lakshmi Balachandra, and Town Manager Kate Fitzpatrick. Marcus Nelson was not present. In addition to the Select Board, Dave Davison, ATM/Finance and Sandy Cincotta, Support Services Manager also participated. Recording Secretary Mary Hunt recorded the meeting remotely.

Mr. Borrelli 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. Borrelli 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 www.needhamma.gov.

Motion by Mr. Matthews that this meeting be continued to the Select Board's next scheduled meeting on Tuesday, May 25, 2021, if a technical problem develops that makes it impossible for the Select Board to conduct the meeting in this format.

Second: Ms. Cooley. Unanimously approved 4-0 by roll call vote.

6:03 p.m. Discuss MBTA Weekend Service:

Mr. Borrelli gave a brief background of discussions concerning MBTA proposed schedules for restoring and expanding weekend service. He noted the two options under consideration for Saturday and Sunday service:

Option 1

Commuter train service every two hours from 6 am to 8 pm on Saturdays and Sundays. Inbound trips originate from Needham Heights; Outbound trips from South Station terminate at Needham Heights.

Option 2

Commuter train service every two hours from 6 am to 8 pm on Saturdays and Sundays. Inbound trips originate from Needham Junction; Outbound trips from South Station terminate at Needham Junction. Originating and terminating at

Needham Junction would eliminate service on weekends at Needham Center and Needham Heights.

Mr. Borrelli said the Select Board's public hearing held May 11, 2021 had over 60 attendees, with over 100 emails received after the meeting showing residents were evenly split between Option 1 and Option 2. Mr. Borrelli said concerns over train noise vs. convenience were voiced. He said several questions from residents were forwarded to the MBTA and asked Ms. Fitzpatrick for the MBTA's response. He noted that the Select Board is holding a special meeting because the Board wanted to get answers from the MBTA to the many questions and comments received from residents. He noted the MBTA asked for Needham's preference on Option 1 or Option 2 by May 21, 2021.

Ms. Fitzpatrick said many questions asked by residents do not directly apply to the decision being made tonight, noting she has partial answers to several questions. She said the Town will continue pursuing answers to resident questions and will update the Town's website as new information becomes available. Ms. Fitzpatrick said Quiet Zone reports will be posted shortly. Ms. Fitzpatrick commented she will continue pursuing answers as to why trains are running at odd hours, noting the MBTA completed its "positive train control" testing in March 2021. Ms. Fitzpatrick commented on the possibility of free parking at Needham Junction, should Option 2 be selected. She said the decision for free parking is not up to railroad operations and that she will reach out to MBTA management and will report back to residents. Ms. Fitzpatrick commented on electrification of rail, noting the MBTA is doing a great deal of work on the possibility, but no target date has been established. She commented on train horn noise, noting railroad operations have confirmed the horn is either sounding or not, and is at the same decibel. She said more discussion will be had on train horn noise. Ms. Fitzpatrick commented on long term planning and the possibility of bus service from Needham Junction to Needham Heights, saying the MBTA indicated a larger rail transformation conversation is happening and that she will continue to press for answers. Ms. Fitzpatrick confirmed the MBTA is not planning to use the track at Needham Junction for turning trains around. She commented on the train platform in Needham Heights and the distance from the station at West Street, noting the platform to board the train is located at the locomotive end of the train so that a coach will always be behind the locomotive to avoid having the train make additional stops. Ms. Fitzpatrick said she will continue seeking answers to questions.

Mr. Borrelli asked for comments from the Board.

Ms. Cooley commented on the variety of feedback, noting at this time it makes the most sense to go with Option 2 (train stops at Needham Junction). She noted some people are concerned Option 2 could become long term, saying she believes the situation is not a long-term decision, rather an offer by the MBTA of expanded service to Needham, while limiting the impact of noise on weekends. She said she

feels most people appreciate limiting the impact of trains on weekends. Ms. Cooley said the MBTA is an area to learn and engage with more, noting many people move to Needham because of the valuable MBTA service, noting the number of train stops make things a little complicated.

Ms. Balachandra said she has polled constituents, noting a lot of interest in Option 1 and using the trains on weekends. She commented Option 1 is particularly good as we come out of the pandemic and a way of avoiding increased traffic and would be a boon. Ms. Balachandra said she favors expanding service, while at the same time addressing the train horn noise concerns. She noted equity and opportunity, with more possibilities on weekends would be a nice option.

Mr. Matthews said the train is part of Needham's environment and discussion on train horn noise has been ongoing. He said younger folks moving to Needham object to the noise, commenting that trains are heavier and louder than they used to be. He noted federal regulations. He concurred with Ms. Balachandra in that there is an argument for equity in running the train to Needham Heights, but at this point, to the best of his understanding, it is a fact that train use has not at all returned to what would normally be considered peak use. Mr. Matthews said his impression is the offer from the MBTA is temporary and he would be for Option 1 if more people were using the service. However, he said that he does not believe the level of use will return at this time. Mr. Matthews said it is better to go with Option 2, and "see how it goes." He said there is more work to do.

Ms. Balachandra concurred with Mr. Matthews and noted that the expanded option has not been previously available. She said a whole new market would open up for train ridership. She said she is not sure if we can rely on past use in terms of future use, at this point.

Mr. Borrelli concurred with Ms. Balachandra that the long-term goal is for the train to terminate at Needham Heights. However, the issues of ridership, noise, and Sunday service could be viewed as a pilot, while lobbying with the MBTA for the eventual return of full service. Mr. Borrelli said he believes the MBTA would like to go all the way to Needham Heights but recognized the Town has been very vocal in the past regarding horn noise and idling trains. He concluded Option 1 is a compromise to "get the ball rolling." Mr. Borrelli said he favors Option 2 with the understanding that the Town will work toward full service.

Discussion ensued on the possibility of a hybrid approach with expanded service to Needham Heights from 10 a.m. to 6 p.m., free parking at Needham Junction, and creative ways to help workers needing to travel to Needham Center or Needham Heights from Needham Junction.

Motion by Mr. Matthews that the Select Board vote to support Option 2 and authorize the Town Manager to communicate that recommendation to the MBTA.

Second: Mrs. Cooley. Unanimously approved 4-0 by roll call vote.

Ms. Cooley suggested, and the Board agreed, to include a recommendation to the MBTA that they consider expanding train service to Needham Heights between 10 a.m. to 6 p.m. and continue to engage in discussions with the Town.

Mr. Matthews commented if ridership on the weekends dramatically increases, the Board may want to consider revisiting the issue. He suggested starting with Option 2 with the ability to have further discussion, particularly if federal funding is available.

Ms. Cooley suggested the Town notify and remind residents of the availability of weekend service.

Ms. Balachandra concurred with Mr. Matthews that data is necessary and that residents must be made aware of the service. Ms. Balachandra said while she still favors Option 1, she will vote with the Board for Option 2. She said it is better to have some type of service.

Mr. Borrelli commented not to lose sight of the fact that Needham will now have Sunday service (which it never had) and have a resumption of Saturday service. He said either Option is a benefit, no matter how it is viewed. He said he favors Option 2 at this time, until weekend ridership data is available. Mr. Borrelli said any further comments from residents can be forwarded to the MBTA.

Mr. Matthews said the MBTA needs to know from the Town what it prefers for their own planning purposes. He said it is clear there are many thoughts on the issue and discussion should continue.

Ms. Fitzpatrick clarified with the Select Board that notification to the MBTA should include the Town's desire for the return of full service in the future, that it wants to discuss ways to mitigate resident concerns, and would like the MBTA to consider extending service under Option 2 to Needham Heights during daytime hours.

Mr. Matthews suggested the Town plan for Option 2, clarifying the Town needs to find out more from the MBTA about options going forward.

Ms. Cooley said more data will also become available.

Mr. Borrelli said the idea is to explore whether it is even possible to have a different Sunday schedule, then have public discussion.

6:29 p.m.

Massachusetts State of Emergency:

Mr. Borrelli said the State of Emergency order will be lifted on June 15, 2021, which will change Town operations, restaurants, and outdoor dining. He said

discussion on the implications of ending the State of Emergency will occur at the next Select Board meeting on May 25, 2021.

Ms. Cooley suggested Ms. Fitzpatrick have authorization to act on behalf of the Select Board should any decisions for the Town need to be made prior to the lifting of the State of Emergency order on June 15, 2021. She commented the timeframe is very short and legislative actions at the State House could occur at the last hour/last day. She said she supports all good actions by the Town to help restaurants and outdoor dining.

Mr. Borrelli concurred.

Motion by Mr. Matthews that the Select Board authorize the Town Manager to act on its behalf on initiatives beneficial for the Town related to the Massachusetts State of Emergency being rescinded on June 15, 2021, subject to any action being ratified by the Select Board.

Second: Ms. Cooley. Unanimously approved 4-0 by roll call vote.

6:35 p.m.

Adjourn:

Motion by Mr. Matthews that the Select Board vote to adjourn the Select Board meeting of Wednesday, May 19, 2021.

Second: Ms. Cooley. Unanimously approved 4-0 by roll call vote.

A list of all documents used at this Select Board meeting is available at:

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

**Town of Needham
Select Board
Minutes for Tuesday, May 25, 2021
<https://us02web.zoom.us/j/89093905788>**

- 6:30 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew Borrelli. Those present were Daniel P. Matthews, Lakshmi Balachandra, Marcus Nelson, and Town Manager Kate Fitzpatrick. Ms. Cooley joined the meeting at 6:35 p.m. In addition to the Select Board, Dave Davison, ATM/Finance, Katie King, Assistant Town Manager/Operations, and Sandy Cincotta, Support Services Manager also participated. Recording Secretary Mary Hunt recorded the meeting remotely.
- Mr. Borrelli 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. Borrelli 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 www.needhamma.gov.
- Motion by Ms. Balachandra that this meeting be continued to the Select Board's next scheduled meeting on Tuesday, June 8, 2021, if a technical problem develops that makes it impossible for the Select Board to conduct the meeting in this format.**
Second: Mr. Nelson. Unanimously approved 4-0 by roll call vote.
- 6:32 p.m. Certificate of Appreciation: Carol Boulris
Mr. Matthews read a Certificate of Appreciation awarded to Carol Boulris for her years of volunteer work for the Town of Needham.
- Motion by Mr. Matthews in recognition of over 45 years of service to the Town of Needham, including 28 years as a Town Meeting Member, 9 years as a School Committee member, and 29 years as a member of the Historical Commission, serving as chair for 14 years. The Town thanks you for your many years of dedication, commitment, and contributions to Needham. Congratulations!**
Second: Mr. Nelson. Unanimously approved 4-0 by roll call vote.
- 6:33 p.m. June is Pride Month Proclamation:
Ms. Balachandra read a Proclamation declaring the month of June 2021 Pride Month in Needham.

Motion by Ms. Balachandra that June, 2021 be declared Pride Month in the Town of Needham and that all residents be encouraged to recognize and acknowledge the contributions of the LGBTQIA+ members of our community as we continue to advance the principles of liberty, equality and inclusivity for all.

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

6:35 p.m. Proclamation for Karen Price, League of Women Voters:
Ms. Cooley read a Proclamation recognizing Karen Price for her volunteer work for the Town of Needham.

Motion by Ms. Cooley that the Needham Select Board and the citizens of Needham jointly express their appreciation for the collaborative, conscientious, and creative service of Karen Price to the League of Women Voters of Needham.

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

6:40 p.m. Hearing: Change of Manager - Bertucci's Restaurant
Charles Franklin, Proposed Manager spoke with the Board regarding Bertucci's Restaurant Corp., 1257 Highland Avenue, application for a change in manager.

Mr. Franklin briefly explained his work experience in the food service industry.

Motion by Ms. Cooley that the Select Board waive Section 6.4 of the Select Board's Regulations for the Sale of Alcoholic beverages for Mr. Franklin and approve and sign the application for a Change in Manager to Charles Franklin for Bertucci's Restaurant Corp., 1257 Highland Avenue, Needham and to forward this application to the ABCC for approval.

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

Mr. Matthews reminded Mr. Franklin the rules for alcohol service must be followed to ensure public safety.

It was noted Mr. Franklin has been recertified and is TIPS trained.

6:45 p.m. Needham Council for Arts & Culture Update:
Charly Nanda, NCAC Chair and Amy Haelsen, Economic Development Manager updated the Board on art initiatives in Needham.

Ms. Nanda explained the work done over the last year, including a name change to the Needham Council for Arts & Culture from Needham Cultural Council. She spoke about the passionate volunteers, available State funding, grant funded events sponsored by the Needham Council for Arts & Culture, as well as public art projects including the Utility Art Box project, art in storefronts, and art on jersey barriers in the downtown. Ms. Nanda presented to the Board the recommended design "Save

the Bees" by Emma Curry for a wrapped vinyl utility box located at the corner of Great Plain Avenue and Central Avenue in Needham. She said the design by Ms. Curry, a senior at Needham High School, was part of an art mural school project. She asked the Select Board to approve the recommended design.

Motion by Mr. Matthews that the Select Board vote to approve the design and location for the Utility Art Box Project, as presented.

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

Ms. Balachandra thanked Ms. Nanda for her work while operating with a very limited budget. She asked how the Select Board could help, suggesting a partnership with the Public Works Department for community art in public spaces.

Ms. Cooley pointed out all of the art is in partnership with the Town, and that she is grateful for the work of Ms. Haelsen who is contacting business owners and building partnerships around projects the Town wanted in order to create a positive environment. She said more public art in Needham is a priority, suggesting an open-air art event in conjunction with the farmers market to bring people to the downtown.

Mr. Borrelli concurred, saying Ms. Haelsen has bridged the gap between the public, raising money, and seeing ideas come to fruition.

Mr. Matthews said the work is great and thanked Ms. Nanda and Ms. Haelsen. He commented that the Select Board approved the designs for the jersey barriers, noting the artwork looks great, is colorful, and adds a lot.

Mr. Borrelli commented on art walk events in western Massachusetts, suggesting storefront events, art, and music bring the community together. He noted "Piano's in the Park" and the possibility of art on the Dedham Avenue underpass.

Mr. Nelson commented music and art is an instant mood changer, and the kind of positivity on which the Town thrives. He thanked Ms. Nanda for being a catalyst for change that makes people smile.

Ms. Haelsen acknowledged the countless hours from members and volunteers of the NCAC.

7:07 p.m.

Communications Update:

Cyndi Roy Gonzalez, PIO spoke with the Select Board about the Town's communications efforts planned for the next six months.

Ms. Gonzalez said the Town's weekly COVID-19 update to the community will end as the state reopens. She told the Board a series of community communications and engagement forums will be held to better understand how residents receive information from the Town and the methods they use to access information. She

said five forums are scheduled including general communications discussion, as well as targeted discussions on the Town website and Town Meeting Member communications. Ms. Gonzalez commented on the use of Civic Plus for its website, noting the Town is eligible for a “refresh” in December 2021, but will expedite the refresh beginning in August. She commented on the feedback from residents and the desire for a better functioning, easily searchable website, noting she hopes for a new website and the possibility of a mobile app to be launched in 2022. Ms. Gonzalez commented on the Town’s email newsletter, saying there is a great deal of information beyond COVID to share with the community. She reiterated the Town’s weekly COVID update will be replaced the week of May 24, 2021 with an email newsletter, sent on a regular basis, that includes information and updates from all Town departments. Ms. Gonzalez discussed community surveying and polling to gather information on community engagement and how people wish to communicate with the Town. She noted the Town is planning to once again use The National Community Survey (NCS) to solicit information and feedback from residents.

Mr. Borrelli asked for comments and questions from the Board.

Mr. Nelson suggested the topic of Town Meeting Member Communications, scheduled for March 16, 2022 be held sooner rather than later, as it would be helpful to Town Meeting Members leading up to Town Meeting in spring of 2022.

Ms. Roy Gonzalez said the key piece is to have the involvement of Town Clerk, Tedi Eaton in the discussion.

Ms. Balachandra suggested Town Meeting Members have needhamma.gov email for Town business. She commented on the website, saying many people are dissatisfied. She asked who is responsible for the design, content, and maintenance of the website, as well as continued use Civic Plus? Ms. Balachandra asked about the ability to make online payments through the website? She said online payments should be a priority. Ms. Balachandra concurred with Mr. Nelson that some of the work should be done sooner.

Ms. Roy Gonzalez explained the redesign process, saying she is responsible for the overall strategy, direction, design, and oversight of the website. She commented each department is responsible for maintaining their own webpage, noting there is a content and style guide for uniformity. Ms. Roy Gonzalez explained the benefits of continuing to use Civic Plus, including the cost and that many towns use it as well. She said other websites may look better, but not have the same functionality. She concluded saying other options could be considered. Ms. Roy Gonzales said several payments can be made online, and other permitting and payment options are scheduled to become available soon.

Discussion ensued on website design, Town updates, and polling.

Ms. Cooley said she hopes Civic Plus will be able to articulate the difference between the current website templates. She commented online payments has been on the Select Board's priority list and is hopeful Civic Plus has improved their search function. Ms. Cooley commented on whether there are things that could be done sooner so constituents could email everyone in their precinct.

Mr. Matthews commented on improved service and the search function must be more user friendly. He acknowledged the site could be better. He noted the availability of online payments, saying it would be good to know which ones are offered and which ones are not offered. He noted user fees, service charges, and municipal accounting rules. He said it would be very interesting to see what other communities do to communicate with voters and Town Meeting Members, as well as knowing systems or legal limitations. Mr. Matthews noted Town Meeting Members are not like other public officials and are not subject to the same laws and regulations as elected officials. He suggested learning from other communities.

Mr. Borrelli said Ms. Roy Gonzalez inherited the website as it is when she was hired. He said the website is important and will improve greatly after being redesigned. He thanked Ms. Roy Gonzalez for the presentation.

7:37 p.m.

Expiration of the COVID-19 State of Emergency:

Katie King, Assistant Town Manager/Operations provided an overview on the local impact of Governor Baker's COVID19 State of Emergency ending on June 15, 2021. She included recommendations for potential Board actions relative to outdoor dining and transitioning public meetings out of the current all-remote structure.

Ms. King referred to "State of Emergency Outdoor Dining Implications" commenting on policy changes affecting restaurants, liquor licenses that were approved for expanded patio/outdoor service, temporary policies adopted by the Select Board and Planning Board to allow outdoor seating and dining in public open spaces, and the Select Board's temporary policy to allow the consumption of "to go" alcohol purchases from restaurants on public property. Ms. King recommended to the Select Board and Planning Board to extend the policies to the end of October, which is the end of Needham's normal outdoor dining season under Town by-laws. Ms. King said the extension would also give more time in crafting an updated policy framework to bring to the fall Town Meeting. She said the October 31, 2021 endpoint may make sense; however, she noted the Board may want to consider tying local policy to the November 29, 2021 extension set by Governor Baker.

Mr. Borrelli asked for questions and comments from the Board.

Ms. Cooley reiterated it is important for both the Select Board and the Planning Board to act to extend the current non-enforcement provisions to continue the outdoor dining in the way citizens have conveyed they would like to see. Ms.

Cooley said she supports aligning the dates with those set by the Governor and encouraged people to feel free to convey their opinion to the ABCC.

Ms. Balachandra concurred with Ms. Cooley, suggesting a motion to continue operations through the end of the year. She said it would be great for the Select Board to show its support immediately.

Mr. Borrelli said the Planning Board will also take up the discussion and believes everyone is “on board” with continuing the amenity for the Town. He said he intends to have further Board discussion in June.

Discussion ensued on the timeline.

Mr. Matthews suggested the Town Manager encourage action by the legislative delegation and through the Massachusetts Municipal Association. He said it is important for things to move quickly, as people need to plan their business operations for the next 6 months.

Mr. Borrelli said everyone is on the same page with helping out the businesses as best we can.

Ms. King returned to discussion commenting on implications of the state of emergency ending on holding public meetings. Ms. King referred to her memorandum to the Select Board dated May 21, 2021 regarding Hybrid (In-Person & Remote) Public Meetings Policy Framework. She commented on key considerations including legal, technology, budget & timing, and staffing. Ms. King commented on Options & Recommendations for Group 1: Select Board (and Affordable Housing Trust), School Committee, Zoning Board of Appeals, and Planning Board and Group 2: All other Boards & Committees. Ms. King concluded with comments on the chart titled “Scenario Summary & Decision Points.”

Mr. Borrelli thanked Ms. King for the very clear presentation. He said Town Hall is reopening June 1, stating he would like to see the Select Board meet live and in person as soon as possible, even if the Governor extends the date further.

Ms. Cooley commented some boards and committees could have issues with returning to in-person meetings immediately.

Discussion ensued on holding public meetings in-person, allowing a hybrid approach, and remote participation.

Ms. Balachandra concurred with Ms. Cooley. She said the notion of remote access to meetings during the pandemic has been eye opening and helpful for people to be able to take part in conversations. She said as a teacher, her experience shows a hybrid approach is the worst of all options.

Mr. Borrelli said June 22, 2021 will be the first opportunity for the Select Board to meet in person and asked the Board for their thoughts. He said as Town Hall reopens, the Select Board should be a model and to show residents that Needham is back in business.

Ms. Cooley said she supports meeting in person on June 22. She concurred with Ms. Balachandra that certain meetings may work better with some remote participation and clearly allows for much broader access.

Mr. Matthews commented he would like to return to meeting in person, acknowledging the anxieties people feel with the health environment and planning. He concurred with Ms. Balachandra in the convenience and participation that remote access has offered. He said he is skeptical of invoking remote participation rules under the existing pre-existing open meeting law statute, as it is subject to abuse. He acknowledged real life contingencies must be dealt with and he wants to know what other towns are doing. Mr. Matthews agreed with Ms. Balachandra that people lose a lot in communication using a hybrid approach. He commented on meetings with and without public participation, noting there are great advantages to having people gather in person to give testimony in front of their neighbors, acknowledging it is frequently a burden for some people. Mr. Matthews concluded it is important to have the extension to September 1st to figure things out.

Mr. Nelson said even with an extension to September 1st, there is a great deal to consider. He commented that the decision by the Select Board to return to in person meetings affects other boards and committees. He said he thinks about the day masks can be removed (May 29, 2021) and what may happen in the weeks thereafter. He suggested taking a pause and to think about everyone.

Mr. Borrelli said he understands the concerns, but said it is important for the Select Board to return to in person meetings on June 22nd or as soon as possible, as it is a symbol to residents that the Town is open for business. He said he has the same concerns about remote participation.

Ms. King underscored as we hope for the best with quick action at the state level, noting there is a gap of time where the Select Board would need to contemplate temporary policies to bridge the gap from June to the outcome of the Governor's legislation.

Discussion ensued on permitting remote participation through Labor Day and crafting a recommended motion for the Select Board to consider at its meeting on June 8, 2021.

The Board thanked Ms. King and Ms. Fitzpatrick for their guidance.

- 8:21 p.m. Town Manager:
1. Town Manager Report

Ms. Fitzpatrick reported Town Hall will fully reopen for business, eliminating the need for appointments on June 1, 2021, and that the Needham Library will also reopen on June 1, 2021. Ms. Fitzpatrick said the Center at the Heights is scheduled to reopen on July 1, 2021 with programming and lunch.

Ms. King reported the Exchange Club and the Town have mutually agreed to postpone the July 4 fireworks event until July 2022. Ms. King said the annual July 4th parade will take place along its traditional route.

Ms. Fitzpatrick reported the Special Town Meeting is being scheduled for October 25, 2021.

8:25 p.m.

Board Discussion:

1. Alcohol Licensing

The Board discussed the possibility of increasing the number of alcohol licenses and what would need to be done to go to Town Meeting with a recommendation.

Mr. Matthews explained it makes sense to raise the question of whether or not to seek to increase the quota. He recommends seeking guidance from Town Counsel. He commented the simplest way would be to seek to change from having the special quota to the standard state quota (population based). Mr. Matthews said it makes sense to put the issue on track to go to Town Meeting in the fall 2021, subject to referendum.

Discussion ensued on the potential number of licenses based on population, should the Town seek an increase.

Ms. Balachandra said it makes sense and practical if the Town is in line with state law.

Discussion ensued on the number of package store, restaurant, club, and seasonal licenses.

Ms. Cooley said she supports placing the question on the April ballot and to bring the Town into state compliance.

2. Committee Reports

Mr. Matthews reported members of the Select Board, police chief, school superintendent, and others attended the memorial for George Floyd, held on the first anniversary. He commented the memorial was very moving and the graphic experience really helped the country recognize major failings on racial equity and justice in many different sectors. He said each person can speak from their own experience, noting he feels a lot of progress has been made in the United States, however, not nearly enough as should have been made. He said the pandemic over the last year has allowed focus to shift to other things that might not have gotten attention. He said the work needs to continue, challenging folks to mark 4 years

from today which will be the 5th anniversary of the death of George Floyd, and to ask “what have we done?” and “have we accomplished what we have set out to do as a town, state, and country?” and “have I done what I was supposed to have done?”

Mr. Nelson commented on the brutal murder of George Floyd, noting the reckoning and awakening of this kind of consistent brutality, which has existed for hundreds of years. He said it is sad and disappointing knowing a verdict was reached a year later, noting there was accountability rather than justice for the family of Mr. Floyd. He noted the 181 police killings since that time. He said while some progress has been made, we can be thankful that people in law enforcement and the legislatures are finally waking up to something that has been a problem for so long. He commented progress has been extremely slow and in Needham we aspire to be much greater than what we see in the media, and to continue to hold ourselves to a higher standard. He said we should praise the good work that we do and to hold ourselves accountable for when we don’t. Mr. Nelson said it was a tough and somber day, noting the events of a year ago made people angry and made people who are not of color want to do something and advocate for change. He said he wakes up angry knowing the government has not passed bills or the Police Justice Act that has still not been passed and remains in Congress. Mr. Nelson said Needham can continue to work as a town, with its leaders, and law enforcement to make sure we are pillars that other communities look to for guidance and support. He said the dialogue with the community going forward is important, as well as doing our best to be the strongest advocates for sustainable change as we can be. Mr. Nelson concluded we, as a community, should celebrate people for their individuality, welcome differences, be accepting and loving. He said there is a lot of good that can come and that he is excited to be part of town leadership and to be a moving force with everyone, and that one day aspire to rid ourselves of the feeling and hate that is in the world. He said he appreciates the Town for the memorial that took place today.

Mr. Borrelli thanked Mr. Nelson for his thoughtful and powerful comments.

Ms. Balachandra recognized Rev. Catie Scudera for her monumental role today. She said part of the memorial was to hold silent for nine minutes to remember George Floyd and how he died. She said nine minutes is a long time and no one did anything to help, which she said is not OK. Ms. Balachandra echoed the comments of Mr. Nelson, noting it has been a year and she does not feel as if enough progress has been made. She noted it was very positive to see the police chief in attendance and to open the conversation, along with the Equal Justice Needham committee to speak about racial inequities in policing. She said she hopes the conversation continues to make sure everyone feels safe while living and working in Needham.

Mr. Borrelli thanked Ms. Balachandra for her comments.

Mr. Borrelli thanked the Board for their comments as it was a turning point in our country and in our Town. He said everyone has a role moving forward for a better Needham and a better country.

8:12 p.m. Appointments and Consent Agenda:
Motion by Mr. Matthews that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1. Approve a proclamation declaring June 2021 as Pride Month in the Town of Needham.**
- 2. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$300 from Needham Council for Arts & Culture and \$35 from Edward & Carol De Lemos.**
- 3. Accept the following donation made to the Needham Aging Services Donation Account: \$16,023.95 from Friends of the Center at the Heights.**
- 4. Accept the following donation made to the Needham Park & Recreation Department for the Arts in the Parks and the Children's Theatre Summer Series: \$600.00 from Louise Condon Realty.**
- 5.* Approve a request from Ronit Velde, who has submitted a Road Event form, to hold its "Needham 5K Your Way – Girls on the Run 5K Run/Walk" on Sunday, June 6, 2021 from 8:00 a.m. to 10:30 a.m. Approvals for the route are pending from the DPW, Police, and Park and Recreation. Fire Department has approved.**
- 6.* Approve a request from Aaron Sicotte, who has submitted a Road Event form, to hold its "NHS Class of 2021 Car Parade" on Saturday, June 5, 2021 from 8:00 a.m. to 11:30 a.m. Approvals for the route are pending from the DPW, Police, Fire and Park and Recreation Departments.**
- 7.* Approve request from Jennifer Kenneway, who has submitted a Road Event form, for a walk to benefit Children's Hospital. The walk is not an organized event, participants are to walk their own routes at their leisure – all on June 13, 2021. Police have approved.**
- 8.* Approve application for Change of Corporate Name for Blue on Highland. This application comes at the request of the ABCC to update the name on this alcohol license to be in line with its Massachusetts Corporation filings paperwork.**
- 9.* Approve and sign Water & Sewer Abatement #1306.**
- 10.* Approve placement of Needham Community Farm sign at the Nike Site.**
- 11.* Approve minutes of May 11, 2021.**
- 12. Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Susan Benzie	18 Hollow	Hollow	6/12/21	6/19/21	4pm-

Ridge Rd. Ridge Rd.

10pm

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

8:13 p.m.

Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board Meeting of Tuesday, May 25, 2021.

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

A list of all documents used at this Select Board meeting is available at:

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

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM SELECT BOARD
EVENT INFORMATION SHEET**

(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Lindsay Martin		
Event Manager Address	46 Birds Hill Ave., Needham MA 02492		
Event Manager Phone Number	617-834-3277 / 781-449-1393		
Organization Representing (if applicable)	Needham Pool + Racquet Club		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	"New Member Reception"		
Date of Event	June 11, 2021		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00 PM	TO: 9:00 PM
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	125		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Pool + Racquet Club 1550 Central Ave., Needham, MA 02492			
Who will be serving the alcohol to your guests? Bartenders from: Special Occasion Servers			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Starr Kelley, President and Founder + 1 additional server (Training certificate to come)			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will be served alcohol at the set-up designated bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 5/25/21

One Day Special License
Town of Needham Select Board
Additional Information

Needham Pool and Racquet Club is requesting a fast turnaround on a one day special license. Due to the ongoing changes in Public Health and State Requirements we found it best to wait to request a license until MA was ready to move us to this new phase and Needham Department of Health was ready as well. Below, please find additional information in helping you to make this determination:

- Date: Friday, June 11, 2021; 6:00-9:00pm
- Location: Needham Pool and Racquet Club
- Purpose: Welcome AND Welcome Back Event
 - We have held this New Member Event every year with the exception of last year. It is an opportunity for new members to be welcomed and meet current members.
- Set-up: The set-up of this event will be the same as it has been every year in the past.
- Bartenders/Servers: (Certification attached in email)
 - Owner: Dianna Kinosian
Boston Best Bar
978-465-2227
Bostonbestbar@aol.com
 - Bartender: Thomas Ryan
 - Bartender: Kim Parker
- Food: We intend to have food available from Captain Mardens
- Guests: Following our pattern from past years we expect approximately 125 people

If you have any questions or concerns, I would be happy to answer them:

Lindsay Martin
617-834-3277
Lindsay.r.martin@gmail.com
Chair, Social Events and Members
Needham Pool and Racquet Club

mise 3.0

i.certegrity.com

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0
For coursework completed on August 6, 2019
provided by Health Communications, Inc.
is hereby granted to:

Kim Parker

Certification to be sent to:

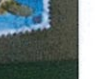
84 Beach St
Revere MA, 02151-5006 USA



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It certifies only that you have completed the course. Valid certification documents will be forwarded to you.

Certs... (1).zip



ServSafe

ID # 12432430

CARD # 18229861

ServSafe Alcohol® CERTIFICATE

THOMAS RYAN



NAME

8/14/2019

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Executive Vice President, National Restaurant Association Solutions

Sherman Brown

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

Clubhouse / Entrance / Bathrooms

rest

Food

Bar

Pool

O = Tables