



Procedural Information for Town Meeting Members Regarding the 2025 Needham Annual Town Meeting

From: Moderator Michael K. Fee

Hello Town Meeting Members and citizens of Needham. Through this notice, I am providing some procedural information about the Annual Town Meeting beginning on May 5, 2025.

Accessing Information About Town Meeting

Town Meeting Pages on the Town of Needham Website

With the conclusion of the COVID-19 pandemic, we are no longer using video presentations as substitutes for in-person, live presentations about the Articles under consideration at Town Meeting. Another vestige of the COVID era – the ability to ask questions about Articles and have those questions and answers posted on the website in advance of Town Meeting – fell into disuse and is no longer needed because we have returned to fully interactive Town Meeting sessions at which Town Meeting Members and registered voters may ask questions. Nevertheless, the Town Meeting page on the Town of Needham website continue to provide valuable information about Town Meeting.

<https://www.needhamma.gov/5652/May-2025-Annual-Town-Meeting>

Proponents of Articles (e.g., town boards, citizen petitioners) and the Finance Committee may post summary materials on the town meeting website in advance of Annual Town Meeting. These materials may be PowerPoint slides or similar tools that provide Town Meeting Members with an advance summary of the more fulsome presentation they will hear live at Town Meeting. These summary materials should be organized by Article. The summary materials may be accompanied by supporting official materials such as reports, memos, studies, etc. There will not be a table at the back of Powers Hall for the distribution of hard copy materials at our sessions.

To ensure Town Meeting Members are informed in a timely way and have a meaningful opportunity to review information posted in advance of Town Meeting, we do not permit Proponents of Articles or the Finance Committee to post materials at the last minute. Eligible materials must be posted on the town website and made available for review by Town Meeting Members and residents **no later than Thursday May 1, 2025**. No further postings may occur after this date.

A large volume of information will be available in advance of the Annual and Special Town Meetings. Town Meeting Members will receive information by mail and have access to the materials posted by proponents and the Finance Committee on the town website. As described below, Town Meeting Members may receive additional information.

Email Communications and Direct Mail

The Town Clerk will forward to Town Meeting Members by email, communications she receives from town boards, committees or officials who are not proponents of an Article but who wish to share their views on an Article with Town Meeting Members. In addition, citizens of Needham may share their views of the Articles with their Town Meeting Members by sending an email to a list of their Town Meeting Members maintained by the Town Clerk and available on the Town Meeting web page at <https://needhamma.gov/2045/Town-Meeting>. Parties who wish to mail information to Town Meeting Members are able to obtain mailing labels from the Town Clerk and mail them at their own expense.

The Warrant

The Warrant Committee (the Select Board) has prepared Annual Town Meeting Warrant containing 47 Articles. I may be informed prior to Town Meeting that proponents have chosen not to present an Article and I will let Town Meeting know when we open Annual Town Meeting.

Participating in Town Meeting

We will continue the use of standing microphones for remarks from the floor. These will be placed around the seating areas. Members must use a microphone if they wish to speak. The Marshal will help direct you to a microphone and if necessary, adjust it for you. If a member cannot walk to a microphone or stand at a microphone, the member should contact the Town Manager's office in advance for accommodation at 781-455-7500 extension 0.

Conclusion

Thank you for your preparation and participation. I hope to see you all at James Hugh Powers Hall on Monday, May 5, 2025.

All the best,

/s/ Michael K. Fee

Michael K. Fee

Needham Town Moderator