BOARD OF SELECTMEN AGENDA  
April 2, 2020 – 7:00 P.M.  
Sandwich Town Hall – 130 Main Street

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation of the number of people that may gather in one place, this meeting of the Town of Sandwich Board of Selectmen will be conducted via remote participation to the greatest extent possible. Special information and the general guidelines for remote participation by the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town’s website, at www.sandwichmass.org. For this meeting, members of the public who wish to listen and watch the meeting may do so via the Sandwich Community Television website, at www.sandwichcommunitytv.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post of the Town’s website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting. Thank you for your consideration and understanding during this unique public health emergency.

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – 3/5/20
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up
6. Old Business
   - COVID-19 Impact on Town Operations & Sandwich Response to Public Health Emergency
   - 100 Route 6A Renovations Bid Opening, Contract Award Recommendation & Ability to Fund Contract
   - 3/23/20 Special Town Meeting Rescheduled to 4/13/20 & Recommended Cancellation
   - Special State Election Moved to 5/19/20
   - FY’21 Budget Update & Issues
   - Other Matters Not Reasonably Anticipated by the Chairman
7. New Business
   - 5/4/20 Annual Town Meeting Recommended Delay to 6/15/20
   - 5/7/20 Annual Town Election Recommended Delay to 5/19/20
   - FY'20 4th Quarter Tax Bill
   - Authorize Signing of Required Documents During Public Health Emergency
   - Report on Any Approved Vendor & Payroll Warrants
   - Other Matters Not Reasonably Anticipated by the Chairman

8. Public Comment – publiccomment@sandwichmass.org

9. Closing Remarks

10. Adjournment

NEXT MEETING: To Be Decided...
RECOMMENDED MOTION FOR 100 ROUTE 6A RENOVATIONS CONTRACT AWARD

Move that the contract for the renovations of 100 Route 6A be awarded to the lowest, qualified bidder, APC Development Group, Inc., for the amount of $2,928,087, and to authorize the Town Manager to execute any related contract documents once sufficient funding has been received for the project.
3/31/2020

George Dunham
Town Manager
Town of Sandwich
130 Main Street
Sandwich, MA 02563

Mr. Dunham,

Based on our review of the Filed Sub-bids received on March 3, 2020 and the General Bids received on March 13, 2020 we recommend the acceptance of the low General bid as submitted by APC Development Group, Inc.

> Low General Contractor Bid *(No alternates taken)* = **$2,928,087.00**

Based on review of the provided bid materials and review of references we see no cause to reject the low General Bid Contractor.

Sincerely,

Tim Sawyer
Project Architect
# GENERAL BID RESULTS: (Page 1)

**PROJECT:** Town of Sandwich Renovation for Town Offices
100 Rte. 6A, Sandwich, MA

**DATE:** March 13, 2020 2:00 PM

## ACKNOWLEDGEMENT OF RECEIPT

Bid Documents Required by
MGL Chapter 149, Section 44D

<table>
<thead>
<tr>
<th>BIDDER NAME / ADDRESS &amp; PHONE</th>
<th>Base Bid Amount (Signed Bid Form)</th>
<th>Bid Deposit</th>
<th>Acknowledge Addendum 1, 2, 3, 4, 5, 6, 7</th>
<th>Certificate of Eligibility</th>
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<th>Curt of State Taxes Paid</th>
<th>Non-Collusion Affiant</th>
<th>Bid Restrictions / Exclusions / Comments</th>
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## GENERAL BID RESULTS: (Page 2)

**PROJECT:** Town of Sandwich Renovation for Town Offices  
100 Rte. 6A, Sandwich, MA

**DATE:** March 13, 2020 2:00 PM

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Hi Bud;

I did not want you to think that I was neglecting you.

I wanted to let you know that we are awaiting the passage of the Governor's bill that I believe may address some of you municipal finance concerns listed below. It's just a matter of what makes it into the final bill. One potentially very helpful provision would allow towns to expend certified free cash without the need for a town meeting vote, but would require approval from the Bureau of Accounts.

Of course, I am working from home, so if you would like to chat, please don’t hesitate to call me at home or on my cell phone.

John

John W. Giorgio, Esq.
KP | LA W
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 556 0007
D: (617) 654 1705
F: (617) 654 1735
C: (617) 785 0725
jgiorgio@k-plaw.com
www.k-plaw.com

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P.S. Matt & John,

I thought you’d be interested in this recent e-mail explanation from our bond advisor about why the BAN and other borrowing markets are non-existent right now. Thanks!

- Bud
Hi Matt,

Based on our discussion yesterday morning, I thought of a few examples and items to pass on in terms of municipal legal & financial issues that would be helpful to resolve in light of the on-going public health emergency that will likely continue for many weeks and possibly months. These are in random order and some may already have been addressed by what you’ve been working on between the State and the MMA. Most reflect issues that would impact all communities and one is a selfish one that directly impacts Sandwich operations. I also got the input of Sandwich’s Assistant Town Manager and Finance Director, both of whom are copied on this email.

Here goes:

- **FY’21 Budget Approval** – It seems to me, the easiest way to handle this if cities and towns cannot properly hold Annual Town Meetings (ATM) prior to June 30 is to grant the Chief Executive Officers (CEO) of the municipality, most often the Board of Selectmen, the authority to approve the FY’21 Budget to be effective July 1, 2020. If the State felt there needed to be a check and balance added to this procedure, require the Finance Committee to confirm the Selectmen vote or have a future Special Town Meeting (STM) in FY’21 confirm the Selectmen vote.

- **Payroll & Vendor Warrant Approval** – If the Board of Selectmen cannot physically come to Town offices to sign a payroll or vendor warrant, the Chief Administrative Officer (CAO) of a town or his/her designee should be able to authorize the warrant. I only say “or designee” because what if the CAO gets sick and cannot sign the warrants.

- **Unemployment** – Authority should be granted by the State to deficit spend a municipality’s unemployment account, similar to the snow and ice account. With the ongoing public health emergency, we have received 28 unemployment claims over the past week. These are mostly substitute teachers and former employees who have left the employment of the town for a private sector employer that has now laid them off. In this unique circumstance, towns should have the right to deficit spend their unemployment account.

- **Movement of Tax Deadline to 6/30/20** – One of the new legislative relief measures was to extend the 4th quarter tax payment due date to 6/30/20. This worries us in terms of cash flow for our municipal operations. Normally, if we had cash flow problems due to lack of tax revenue, we could issue a bond anticipation note (BAN) to hold us over. Unfortunately, with the current emergency and the financial markets, all BAN ability has been removed. Hopefully, this is temporary, but none of us know how long this borrowing limitation will last. Proportionately, cities and towns are far more dependent on property tax revenue than the state is on income or sales taxes.

- **Public Records Law** – The public records laws and response timeframes should be completely waived in emergency situations like we are all operating under right now. It would be fair that once the emergency period was fully over, the public records timeframes would then kick back in. It is foolish for limited town staff to spend time on these requests during a widespread, significant emergency.
• **Regulatory Action Deadlines** – As you know, some permits and other applications require action by a regulatory board within a defined period or the permit is constructively granted. These timelines should cease during a widespread, significant emergency which greatly limits when a board or committee can meet.

• **Expanded Authority for CAO in Emergency Events** – Sandwich is fortunate to have a well-defined Town Charter, but I know many communities don’t have Charters or have ones that are less well defined. In an emergency of this magnitude, the CAO should have the authority to act on behalf of the CEO. The CAO should also have the authority to assign any of these authorities to another position if the CAO is unable to work due to illness. Key functions of local government should not come to grinding halt during an emergency because of outdated and limiting regulations.

• **Construction Projects Previously Bid** – Sandwich is in a unique bind on this one. We called for a STM that was supposed to be held on 3/23/20. The primary purpose for the meeting was to appropriate funding for constructing renovations at a building we bought last year to consolidate 3 other town buildings. In fact, budget assumptions and recommendations have been made for FY’21 based on this future consolidation and completion of the project. Because of the on-going public health emergency, we’ve had to postpone the STM to 4/13/20, which is now going to have to be postponed until 5/4/20, which still may not be a good time to hold such a large gathering of the public. My fear is we worked really hard to get bids in a timely fashion and they are only valid for 60 days. If we go beyond this timeframe, we may lose out on some very competitive bids and not complete the project within the timeframe we need. Is there a way in these unique circumstances where the Town could award a contract with known sources of funding prior to a Town Meeting appropriation? The 2 sources we identified – our existing Free Cash certification & savings in our FY’20 health insurance budget – are available right now and would only require a simple majority vote as we’re not borrowing any funds. My fear is if we can’t hold a Town Meeting before the bid validity deadline and we have to do everything over again, this will likely raise the price of the project and we will not complete the work within the needed timeframe. This issue may not require widespread State action, but if there’s a way the Department of Revenue could work with us to make the contract award possible if we cannot safely hold a Town Meeting, that would be a huge plus for us and save the public significant money.

I hope these thoughts help. To me, our suggestions are quite balanced and do not go overboard in terms of reasonable authority to keep our local governments functioning. My biggest concerns about having so many arcane laws and regulations to operate under, is that in times of extended emergency, we do not have the ability to keep the municipality operating efficiently or even prudently. Regulations need to be relaxed in times like this for the greater public good of our communities. Addressing topics like the ones listed above would definitely help and may even lead to more modern, effective rules to operate under in the future.

Thanks!

- Bud
PROPOSED MOTION TO CANCEL MARCH 23, 2020 SPECIAL TOWN MEETING
WHICH WAS CONTINUED TO APRIL 13, 2020

Move that in accordance with Governor Baker’s March 15, 2020 Order and March 23,
2020 Order that imposed strict limitations on the number of people that may gather in
one place, and in accordance with the Town of Sandwich’s March 14, 2020 declaration
of a local emergency, all related to the COVID-19 public health response, the Board of
Selectmen hereby cancels the Special Town Meeting originally scheduled for March 23,
2020 that was continued by the Town Moderator to April 13, 2020.
Notice of Declaration to Continue

The March 23, 2020 Special Town Meeting to
April 13, 2020

In accordance with the provisions of Massachusetts General Laws Chapter 39, Section 10A: Process for continuing Town Meeting in the Case of Inclement Weather or Public Safety Emergency, I have consulted with the Town Manager, Members of the Board of Selectmen and the Town of Sandwich COVID 19 Incident Command Team and have determined that in response to State of Emergency declared in the Commonwealth regarding coronavirus it is in the best interest of the health and well-being of the citizens of Sandwich to postpone the March 23, 2020, Special Town Meeting for three (3) weeks to April 13, 2020. The Postponed Special Town Meeting will be held at 7pm in the Auditorium at Sandwich High School.

I will continue to consult with our public safety officials and members of the Board of Selectmen and may consider additional recess as may be necessary.

Garry Blank
Town Moderator

March 13, 2020
G.L. c.39, §10A Process for Continuing Town Meeting in the Case of Inclement Weather or Public Safety Emergency (updated 2020)

In the event of a weather-related or public safety emergency, the moderator may recess and continue a Town Meeting, following the process set forth in G.L. c. 39, §10A and summarized below. This process applies if the warrant for Town Meeting has already been posted in accordance with G.L. c.39, §10. If the warrant has not yet been posted, the Board of Selectmen/Selectboard may simply vote to delay the date of Town Meeting, and the process outlined below does not need to be followed in such circumstances.

Declaration of Recess and Continuance

(A) The moderator is required to issue the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable, in accordance with the following procedure:
- consult with public safety officials and members of the board of selectmen
- declare that voters or representative town meeting members will be unable to attend due to a weather-related or public safety emergency
- continue the meeting to a time, date and place certain (“Declaration”) no later than 30 days following the date of the moderator’s announcement of the Declaration.

(B) Amended Declaration and Notice

If due to the emergency it is not possible at the time the Declaration is made to identify a location for the continued town meeting, the board of selectmen may, within three days of the Declaration, select a meeting place. If no “suitable” town facility is available, the board of selectmen may move the meeting to a location in a contiguous municipality. This is an exception to the general rule found in G.L. c.39, §9 that town meeting must be held within the geographic boundaries of the town unless otherwise authorized by bylaw, special act or charter.

Upon the identification of the meeting place, the moderator must declare the location and issue an amended Notice subject to all of the posting requirements applicable to the original Notice.
Notice of Declaration

The moderator is required to prepare a Notice of the Declaration ("Notice") in a legible, easy to understand format listing:

- time, date, and place of the continued meeting
- reason for the declaration
- date and time the moderator announced the recess and continuance
- if the notice does not include the place of the continued meeting as outlined in paragraph (B) above, within three days of announcement of the recess, the moderator shall issue an amended notice including the location

As soon as practicable, the Notice and any amended notice shall be filed with the town clerk and:

- be posted:
  - in a manner conspicuously visible to the public at all hours in or on the building where the clerk’s office is located;
  - by a constable or other person so directed in the same manner as is required by the General Laws, charter or bylaws for the posting of town meetings;
  - on the building entrance door to the original meeting location; and
  - on the town website, if it has one;
- may be circulated by such other available electronic, broadcast or print media as may be desirable; and
- shall be provided to members of a representative town meeting as directed by an applicable bylaw.

Timing of Continued Town Meeting

Town Meetings recessed and continued under G.L. c.39, §10A shall be convened by the moderator no later than 30 days following the date and time of the original Declaration.

Notification to the Attorney General

Within 10 days of the Declaration, a local public safety official designated by the Board of Selectmen/Selectboard (such as the Chief of Police) is required to submit a report to the Attorney General stating the reasons why the Declaration was made.
PROPOSED MOTION TO DELAY 5/7/20 ANNUAL TOWN ELECTION

Move pursuant to Section 1 of Chapter 45 of the Acts of 2020 and the state of emergency declared by the Governor pursuant to Executive Order 591, Declaration of a State of Emergency to Respond to COVID-19, and after consultation with the Town Manager, Town Clerk, and public safety offices, the municipal town election scheduled for Thursday, May 7, 2020 is hereby postponed to Tuesday, May 19, 2020.
UPDATE – Anticipated Legislation Concerning Postponement of Local and State Elections
March 19, 2020

As you are all aware, many towns, and some cities, have local elections this spring. Other municipalities are part of Massachusetts House and Senatorial districts that have special state elections scheduled to be held on March 31, 2020. Understandably, many municipalities have been concerned about how to manage such elections at this time because of the quickly evolving COVID-19 pandemic. With federal, state and local declarations of states of emergency, and in light of the closures of schools, city and town halls, senior centers, libraries and other state and local public buildings, as well as the limiting of office hours and implementation of skeleton staffing, the hurdles required to run an election at this time are significant.

While many municipalities have swiftly moved to authorize the filing of special legislation, or even court action, to address elections issues, questions persist regarding the next practical steps necessary to address the safety of municipal officials, public safety officers, poll workers and voters. Many municipalities have taken a “wait and see” approach, knowing that there remains time to address elections to be held later in the spring. We know, as well, that many of you have been reaching out to your state legislative delegation, as well as the Governor’s office, to voice your concerns.

Late this afternoon, Senate President Karen Spilka issued a press release bringing welcome news to those of you struggling with how to address this issue. Senator Spilka noted, appropriately, that, “The ability to hold elections is fundamental to the continued functioning of our democracy”, while also recognizing that the Senate “must protect the health and safety of the public during this unprecedented global pandemic.” She indicated further that:

The Senate will therefore take action on Monday to give cities and towns needed flexibility to address this situation, including temporarily postponing municipal elections. It will also ensure that there are robust mail and absentee voting options and protections to maximize voter participation when elections do occur.

Finally, she indicated that the Senate is also “working with stakeholders to postpone certain special Senate state elections previously scheduled for March 31, 2020.”

While there are certainly many details that must be ironed out, the action taken today is a significant step towards allowing municipalities to notify voters of their plans, and to allow redirection of important resources to
other areas of need. House Speaker Robert DeLeo issued a statement late this afternoon, as well, and it would seem reasonable to expect that the House will take similar action when it reconvenes on Monday. In the meantime, in considering what there is to do “right now”, municipalities in districts where special elections are scheduled for March 31, 2020 may wish to communicate their positions on this important issue to their legislative delegation and leadership.

We will continue to keep you updated on additional legislative developments on this issue, and will provide an update as soon as there is information to share.

Please contact Managing Attorney Lauren F. Goldberg (goldberg@k-plaw.com) at 617-654-1757 with questions concerning election issues.

Also, a reminder that we have established a Coronavirus “hotline”, at coronavirusinfo@k-plaw.com. A dedicated team of our attorneys is available through this “hotline” e-mail address to answer the most frequently-asked legal questions arising from COVID-19. One of these designated attorneys will respond promptly to your inquiries. In some instances, you may be referred to your primary, land use, or labor contact, and you should of course feel free to contact these attorney(s) directly with COVID-19 related questions.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.
COVID-19 EMERGENCY RESPONSE:
General Court Authorizes Postponement of Elections

Along with the many other important challenges faced by cities and towns in response to the Covid-19 novel coronavirus, the majority of Massachusetts municipalities typically hold their annual elections and caucuses in March, April and May. Between the closing of public buildings, limited staffing of public offices and social distancing advisories, in many cases, the normal nomination and election processes have been paused. As previously detailed, there are typically only limited options for postponing an election for which the date has been set and/or nominations made, particularly if the date is set by special act, charter or bylaw. Many municipalities, therefore, have taken steps over the last few weeks to request special legislation authorizing the postponement of their election, and, in conjunction therewith, voted to postpone the same.

The General Court acted quickly to allow such postponement for the vast majority of municipalities with scheduled caucuses and elections. On March 23, 2020, both houses of the General Court approved, and Governor Baker signed, a new law authorizing the postponement of annual elections and caucuses, Chapter 45 of the Acts of 2020. The new law also authorizes special voter registration deadlines and voting options to address the possibility that the current public health crisis created by Covid-19 may not have abated completely this spring. We have summarized the highlights of the new law below. The new law will be applicable without any adjustments for communities whose elections are already well underway, with nominations and the time for filing objections already passed. For those communities with future filing deadlines, or who feel additional time is needed for circulation of nomination papers or the like, a follow-up court action or special act may still be necessary – for now, though, just one step at a time!

Local Municipal Elections and Caucuses

The new law applies to cities and towns that would otherwise hold a local caucus or election between March 23 and May 30, and authorizes the postponement to a date on or before June 30, 2020. The Select Board, City or Town Council, or Board of Voter Registrars ("Registrars") are authorized to postpone the date of the election.

The act expressly provides that any elected official whose term would have expired on the original election date shall continue to serve in office until a successor is elected and qualified.
Voter Registration

To encourage voter participation, the last day to register to vote in a postponed election shall be 10 days (rather than 20 days) before the election. The Registrars shall conduct a registration session on that date for a minimum period of 2:00 - 4:00 p.m. and 7:00 - 8:00 p.m.

Election Materials

To avoid causing municipalities to have to reprint or reformat any election materials, the act provides that any election materials already prepared for the original election date, including official and absentee ballots, if any, shall be used for the postponed election “to the extent practicable.” For example, printed ballots with the original date printed on them shall be used and need not be reprinted. Moreover, the act provides that if new ballots are to be printed, they must be identical to that which would have been used for the regularly scheduled original election. The Elections Division has clarified that if ballots have not yet been printed, they may be printed with the new date once it is set. Further, if the ballot is finalized but no new election date has yet been established, the ballot may be printed as soon as possible (with the old date), so that voting by mail can commence.

Absentee Ballots

If any absentee ballots were cast before the election was postponed, such eligible ballots will be processed and counted at the postponed election in the usual manner. Note that if a voter who originally voted absentee would now like to vote in person at the polls, they may do so if their absentee has yet to be counted. To provide opportunity for the greatest number of people to be eligible to vote by absentee, the law specifically defines a voter that chooses not to vote in person at the election due to COVID-19 as “unable by reason of physical disability” to cast a vote.

Early Voting by Mail

A new “modified” early voting by mail provision was included in the legislation and will be applicable to all local elections this spring, not just elections that are postponed. Upon application, any voter may, through “any form of written communication”, file a request with the Clerk’s office to vote early by mail. There will be no “in person” early voting sessions, however. No special ballots need be printed. Instead, clerks may use absentee ballots (with the word “absentee” crossed out and the letters “EV” written on OR, if there is not a sufficient number of absentee ballots, then the same process can be followed for official ballots). Early and absentee ballots must be received before the close of the polls on the day of the election, and counted as they would be normally at the polling place.

Special Elections for State Representative and State Senator

In addition to addressing the timing of local elections, the Governor signed acts rescheduling special state elections to fill Senate and House vacancies, both originally scheduled on March 31, 2020, to the middle of May and June, respectively.
It is inevitable that court action or additional legislation will be needed to address various issues, including, for example, starting the election process over to allow for circulation and submission of nomination papers. We will continue to provide updates on any election related matters as the situation change.

Please contact Attorney Lauren F. Goldberg (lgoldberg@k-plaw.com) or Brian W. Riley (briley@k-plaw.com) at 617-556-0007 with any further questions concerning elections matters.
PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'21

REVENUES

FY'21 Tax Levy:
FY'20 Levy Limit 66,281,547
2.5% Increase 1,657,039
Est. New Growth 500,000
Excess Levy Reserve Est. -3,550,000

Overides / Exclusions 0
County Assess. Outside 2.5: CCC 190,835
Debt Outside 2.5 (- Non-Levy & MSBA) 2,111,100 67,190,521

Other Revenue:
Mass. School Building Authority Funds 1,279,534
State Aid: Discretionary (0.00%) 2,401,257
State Ch. 70 Aid: School (0.00%) 7,151,788
Est. Local Receipts 5,250,000
Surplus Revenue / Free Cash 2,201,602
Add'l. Free Cash Certif. - Tax Title (STM) 438,480
FY'20 Health Insur. to 100 Rt. 6A (STM) 800,000
Overlay Release 50,000
Transfer from Stabilization Fund 0 19,572,661

Total Estimated Revenues 86,763,182

EXPENSES

ReCap Sheet Items:
State Assess: Tuition Assess (10.00%) 4,895,534
State Assess: All Other (3.00%) 633,854
Abatements / Overlay 550,000
FY'20 Snow & Ice Deficit 0 6,079,388

Town Meeting Items:
Group Health Insurance (-2.54%) 11,500,000
County Retirement Assess. (-5.69%) 3,769,883
Property & Liability Insurance (7.50%) 1,290,000
Medicare (4.00%) 676,000
Unemployment Account 100,000
OPEB Trust Fund 100,000
Debt: Long Term - General Fund 3,834,470
Borrowing Expenses 100,000
Reserve Fund 500,000
Capital Budget - Net 976,112
Capital - 100 Route 6A Renovations 2,100,000
Transfer to Stabilization Fund 100,000 25,046,465

Operating Budgets:
School Budget: Local (3.75%) 27,992,918
Ch. 70 (0.00%) 7,151,788 35,144,706

UCCRVTS Budget (-1.21%) 2,135,468

General Gov't. Budget (3.00%) 18,331,108

Total Estimated Expenses 86,737,135

Stabilization Fund & OPEB Trust Fund Balances:

<table>
<thead>
<tr>
<th>Actual Balance on 7/1/19:</th>
<th>Stab. Fund</th>
<th>OPEB Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Transfer From/To Fund:</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Projected Post ATM Balance:</td>
<td>1,929,888</td>
<td>1,021,925</td>
</tr>
</tbody>
</table>

ESTIMATED FY'21 BUDGET BALANCE 26,047
### FY'21 General Fund Operating Budget Totals

<table>
<thead>
<tr>
<th>No.</th>
<th>Department</th>
<th>FY20 Approp</th>
<th>FY21 Salary</th>
<th>FY21 Oper</th>
<th>FY21 Total</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
<td>0</td>
<td>450</td>
<td>0.00%</td>
</tr>
<tr>
<td>123</td>
<td>Select./Manager</td>
<td>529,874</td>
<td>465,980</td>
<td>57,850</td>
<td>523,830</td>
<td>-1.14%</td>
</tr>
<tr>
<td></td>
<td>Personnel Expen.</td>
<td>500,000</td>
<td>325,000</td>
<td>0</td>
<td>325,000</td>
<td>-35.00%</td>
</tr>
<tr>
<td>131</td>
<td>Finance Comm.</td>
<td>3,400</td>
<td>2,000</td>
<td>1,400</td>
<td>3,400</td>
<td>0.00%</td>
</tr>
<tr>
<td>135</td>
<td>Accounting</td>
<td>222,961</td>
<td>172,615</td>
<td>15,250</td>
<td>187,865</td>
<td>-15.74%</td>
</tr>
<tr>
<td>141</td>
<td>Assessing</td>
<td>394,166</td>
<td>341,124</td>
<td>29,125</td>
<td>370,249</td>
<td>-6.07%</td>
</tr>
<tr>
<td>145</td>
<td>Treasurer</td>
<td>232,727</td>
<td>283,372</td>
<td>-15,450</td>
<td>267,922</td>
<td>15.12%</td>
</tr>
<tr>
<td>146</td>
<td>Tax Collector</td>
<td>212,154</td>
<td>162,087</td>
<td>58,900</td>
<td>220,987</td>
<td>4.16%</td>
</tr>
<tr>
<td>147</td>
<td>Tax Title</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>151</td>
<td>Legal</td>
<td>300,000</td>
<td>0</td>
<td>300,000</td>
<td>300,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>152</td>
<td>Human Resour.</td>
<td>179,354</td>
<td>176,413</td>
<td>10,000</td>
<td>186,413</td>
<td>3.94%</td>
</tr>
<tr>
<td>161</td>
<td>Town Clerk</td>
<td>192,156</td>
<td>196,390</td>
<td>6,200</td>
<td>202,590</td>
<td>5.43%</td>
</tr>
<tr>
<td>162</td>
<td>Elect. &amp; Regist.</td>
<td>49,750</td>
<td>23,000</td>
<td>52,750</td>
<td>75,750</td>
<td>52.26%</td>
</tr>
<tr>
<td>171</td>
<td>Natural Resour.</td>
<td>303,997</td>
<td>286,968</td>
<td>28,150</td>
<td>315,118</td>
<td>3.66%</td>
</tr>
<tr>
<td>175</td>
<td>Plan. &amp; Devel.</td>
<td>231,213</td>
<td>209,383</td>
<td>29,625</td>
<td>239,008</td>
<td>3.37%</td>
</tr>
<tr>
<td>190</td>
<td>Facilities Mgmt.</td>
<td>642,652</td>
<td>381,314</td>
<td>322,853</td>
<td>704,167</td>
<td>9.57%</td>
</tr>
<tr>
<td>195</td>
<td>Town Reports</td>
<td>11,000</td>
<td>0</td>
<td>12,500</td>
<td>12,500</td>
<td>13.64%</td>
</tr>
<tr>
<td>196</td>
<td>Bind Records</td>
<td>7,000</td>
<td>0</td>
<td>7,000</td>
<td>7,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>197</td>
<td>Info. Technology</td>
<td>663,873</td>
<td>259,430</td>
<td>422,500</td>
<td>681,930</td>
<td>2.72%</td>
</tr>
<tr>
<td><strong>Total 100s</strong></td>
<td><strong>4,711,727</strong></td>
<td><strong>3,285,526</strong></td>
<td><strong>1,373,653</strong></td>
<td><strong>4,659,179</strong></td>
<td><strong>-1.12%</strong></td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Police Dept.</td>
<td>4,558,510</td>
<td>4,456,815</td>
<td>354,335</td>
<td>4,811,150</td>
<td>5.54%</td>
</tr>
<tr>
<td>220</td>
<td>Fire Dept.</td>
<td>3,679,534</td>
<td>3,255,014</td>
<td>550,800</td>
<td>3,805,814</td>
<td>3.43%</td>
</tr>
<tr>
<td>241</td>
<td>Inspections</td>
<td>291,605</td>
<td>286,591</td>
<td>16,155</td>
<td>302,746</td>
<td>3.82%</td>
</tr>
<tr>
<td>244</td>
<td>Sealer of W &amp; M</td>
<td>200</td>
<td>0</td>
<td>14,000</td>
<td>14,000</td>
<td>6900.00%</td>
</tr>
<tr>
<td>291</td>
<td>Emerg. Mgmt.</td>
<td>17,500</td>
<td>12,500</td>
<td>10,000</td>
<td>22,500</td>
<td>28.57%</td>
</tr>
<tr>
<td>294</td>
<td>Forest Warden</td>
<td>1,500</td>
<td>0</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>297</td>
<td>Bourne Shellfish</td>
<td>4,000</td>
<td>0</td>
<td>4,000</td>
<td>4,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>299</td>
<td>Greenhead Fly</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total 200s</strong></td>
<td><strong>8,555,349</strong></td>
<td><strong>8,010,921</strong></td>
<td><strong>953,290</strong></td>
<td><strong>8,964,210</strong></td>
<td><strong>4.78%</strong></td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>School Dept.</td>
<td>34,132,914</td>
<td>35,144,706</td>
<td>0</td>
<td>35,144,706</td>
<td>2.96%</td>
</tr>
<tr>
<td>313</td>
<td>UCCRVTS</td>
<td>2,161,680</td>
<td>2,135,468</td>
<td>0</td>
<td>2,135,468</td>
<td>-1.21%</td>
</tr>
<tr>
<td><strong>Total 300s</strong></td>
<td><strong>36,294,594</strong></td>
<td><strong>37,280,174</strong></td>
<td><strong>0</strong></td>
<td><strong>37,280,174</strong></td>
<td><strong>2.72%</strong></td>
<td></td>
</tr>
</tbody>
</table>

(Nota: School Dept. amount includes Ch. 70 aid.)
<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>DPW - Engineer.</td>
<td>227,086</td>
<td>269,522</td>
<td>9,800</td>
<td>279,322</td>
<td>23.00%</td>
</tr>
<tr>
<td>420</td>
<td>DPW</td>
<td>1,825,761</td>
<td>1,161,063</td>
<td>713,375</td>
<td>1,874,438</td>
<td>2.67%</td>
</tr>
<tr>
<td>421</td>
<td>Snow &amp; Ice</td>
<td>400,000</td>
<td>100,000</td>
<td>300,000</td>
<td>400,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>424</td>
<td>Streetlights</td>
<td>25,000</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
<td>-20.00%</td>
</tr>
<tr>
<td></td>
<td>Total 400s</td>
<td>2,477,847</td>
<td>1,530,585</td>
<td>1,043,175</td>
<td>2,573,760</td>
<td>3.87%</td>
</tr>
<tr>
<td>510</td>
<td>Health Dept.</td>
<td>214,691</td>
<td>217,308</td>
<td>10,175</td>
<td>227,483</td>
<td>5.96%</td>
</tr>
<tr>
<td>522</td>
<td>Nursing Dept.</td>
<td>165,829</td>
<td>123,705</td>
<td>46,200</td>
<td>169,905</td>
<td>2.46%</td>
</tr>
<tr>
<td>540</td>
<td>Social Services</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>541</td>
<td>Senior Services</td>
<td>231,800</td>
<td>224,962</td>
<td>13,500</td>
<td>238,462</td>
<td>2.87%</td>
</tr>
<tr>
<td>543</td>
<td>Veterans</td>
<td>88,320</td>
<td>0</td>
<td>103,500</td>
<td>103,500</td>
<td>17.19%</td>
</tr>
<tr>
<td></td>
<td>Total 500s</td>
<td>735,640</td>
<td>565,975</td>
<td>208,375</td>
<td>774,350</td>
<td>5.26%</td>
</tr>
<tr>
<td>610</td>
<td>Library</td>
<td>991,595</td>
<td>826,470</td>
<td>179,437</td>
<td>1,005,907</td>
<td>1.44%</td>
</tr>
<tr>
<td>630</td>
<td>Recreation</td>
<td>229,684</td>
<td>203,877</td>
<td>48,725</td>
<td>252,602</td>
<td>9.98%</td>
</tr>
<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>25,850</td>
<td>0</td>
<td>30,850</td>
<td>30,850</td>
<td>19.34%</td>
</tr>
<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>53,500</td>
<td>53,500</td>
<td>0</td>
<td>53,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>693</td>
<td>Memorial Day</td>
<td>1,200</td>
<td>0</td>
<td>1,200</td>
<td>1,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>694</td>
<td>Historic District</td>
<td>14,800</td>
<td>2,250</td>
<td>13,300</td>
<td>15,550</td>
<td>5.07%</td>
</tr>
<tr>
<td></td>
<td>Total 600s</td>
<td>1,316,629</td>
<td>1,086,097</td>
<td>273,512</td>
<td>1,359,609</td>
<td>3.26%</td>
</tr>
</tbody>
</table>

**GEN. GOVT. TOTAL**  
(no School)  

| FY'21 @ 3.00% = | 18,331,108  
| Current Difference vs. 3.00% = | 0  

**GRAND TOTAL**  
(incl. School)  

| 54,091,786 | 51,759,278 | 3,852,005 | 55,611,282 | 2.81% |
## FY'21 CAPITAL BUDGET - FINAL RECOMMENDATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW - Highways/Parks</td>
<td>Ride-On Mower</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td>Crew Cab Pickup</td>
<td>33,605</td>
</tr>
<tr>
<td></td>
<td>Truck/Basin Cleaner Replacement</td>
<td>98,000</td>
</tr>
<tr>
<td></td>
<td>DPW Facility Improvements - Design</td>
<td>25,000</td>
</tr>
<tr>
<td>DPW - Sanitation</td>
<td>Backhoe/Loader Replacement</td>
<td>139,800</td>
</tr>
<tr>
<td>Information Technology</td>
<td>IT &amp; GIS Improvements</td>
<td>76,138</td>
</tr>
<tr>
<td>Police</td>
<td>Ballistic Equipment Replacement</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>Taser Replacement</td>
<td>15,370</td>
</tr>
<tr>
<td>Fire</td>
<td>EMS Equipment Upgrades (AF)</td>
<td>184,000</td>
</tr>
<tr>
<td></td>
<td>Active Shooter Equipment (AF)</td>
<td>13,000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Communication System Upgrade (AF)</td>
<td>10,000</td>
</tr>
<tr>
<td>Recreation</td>
<td>Beach Sign Program</td>
<td>9,000</td>
</tr>
<tr>
<td></td>
<td>Supervisor Vehicle Replacement</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>Lifeguard Chair Replacements</td>
<td>9,450</td>
</tr>
<tr>
<td></td>
<td>Beach Accessibility Chair</td>
<td>1,749</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Local Comprehensive Plan Consulting</td>
<td>15,000</td>
</tr>
<tr>
<td>Facilities</td>
<td>Annual Building Maintenance Funds</td>
<td>125,000</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal Town Departments</strong></td>
<td><strong>853,112</strong></td>
</tr>
</tbody>
</table>

| School Department           | Annual Building Maintenance Funds                      | 125,000 |
|                             | Oakridge and Forestdale Phone & PA                    | 75,000  |
|                             | Vehicle Replacement                                    | 60,000  |
|                             | School Safety Group                                    | 20,000  |
|                             | District Wide Classroom Furniture                     | 50,000  |
|                             | **Subtotal School Department**                        | **330,000** |

**TOTAL CAPITAL APPROPRIATION** 1,183,112  
Less Ambulance Fund Transfer -207,000  
**TOTAL NET CAPITAL APPROPRIATION** 976,112
(j) develop and maintain a formal and complete inventory of all town-owned real and personal property and equipment;

(k) administer personnel policies, practices, rules and regulations, any compensation plan and any related matters for all municipal employees and to administer all collective bargaining agreements entered into by the town;

(l) fix the compensation of all town employees and officers appointed by the town manager; within the limits established by appropriation and any applicable compensation plan and collective bargaining agreements;

(m) be responsible for the negotiation of all contracts with town employees regarding wages and other terms and conditions of employment, except employees of the school department. The town manager may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties. Collective bargaining agreements shall be subject to the approval of the board of selectmen, and to chapter 150E of the General Laws;

(n) prepare and submit an annual operating budget and capital improvement program as provided in paragraph (b) of section 7.1 and be responsible for its administration after its adoption. The town manager may transfer funds between individual line items within a department account at any time during the fiscal year, and further, may transfer during the last 2 months of any fiscal year or during the 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or the school department to the appropriation for any other department, but the amount transferred from 1 department to another may not exceed 3 per cent of the annual budget of the department from which the transfer is made, with the approval of the selectmen and finance committee;

(o) keep the board of selectmen and the finance committee fully informed as to the financial condition of the town and make recommendations to the board of selectmen;

(p) prepare and submit to the board of selectmen at the end of the fiscal year a comprehensive report on the finances and the activities and operations of all departments, boards and committees of the town;

(q) investigate or inquire into the affairs of any town department or office;

(r) have full authority to act on behalf of the town during emergencies, including direction of town personnel, declaring states of emergency, opening the emergency operations center and shelters and the emergency expenditure of funds;

(s) delegate, authorize or direct any subordinate or employee in the town to exercise any power, duty, or responsibility that the office of town manager may exercise, provided, that all acts performed under such delegation shall be deemed the acts of the town manager; and

(t) perform such other duties as necessary or as may be assigned by this charter, town by-law, town meeting vote, or vote of the board of selectmen.

Section 5.1.5 ACTING TOWN MANAGER

The assistant town manager shall perform the duties of the town manager in the town manager’s absence. In the event of long-term disability, resignation, termination or vacancy of both the town
COVID-19 Emergency Response:  
Implementation of Governor’s Order Suspending Certain  
Provisions of the Open Meeting Law  
March 16, 2020

Under Governor Baker’s emergency “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20,” issued on March 12, 2020, meetings of public bodies may be conducted “virtually,” provided that adequate access is provided to members of the public who wish to view or listen to (and where required, participate in) meetings remotely, in real time. That Order, which is effective immediately and until it is rescinded or the State of Emergency is terminated, and our explanation of the Governor’s Order, can be found on our website at www.k-plaw.com.

This temporary relief should allow for continued public meetings and hearings that are essential to ensure that basic government operations continue during this challenging time, in a way that ensures transparency and preserves the public’s right to observe “government in action”, while at the same time limiting in-person gatherings that may foster the spread of the virus.

To aid you in implementing “virtual” meetings, we have prepared sample guidance that you can adopt explaining your community’s use of virtual meetings and the process for members of the public to access meetings. In addition, we have also prepared sample language that you can include on all meeting notices where the meeting will be held virtually. In light of Governor Baker’s ban on gatherings of more than 25 people, issued Sunday evening (March 15, 2020), it is likely that more and more communities will find it necessary to implement some means of holding virtual meetings. (Sunday’s ban takes effect on March 17, 2020, and significantly reduces the Governor’s prior ban on gatherings of more than 250 people).

Implementation of “Virtual” Public Meetings and Hearings:

We recommend that clear direction and instruction be provided to the public about the degree to which, and how, virtual meetings will be conducted. We have prepared a sample public notice in this regard. We also advise that for any meetings or hearings that will be conducted “virtually”, that language be included prominently on meeting/hearing notices indicating that the meeting will be held via electronic means, rather than in person, and that the Chair of the public body make a statement regarding the use of remote participation at the start of any meeting being held virtually.
Suggested language informing public of use of remote participation and “virtual” meetings:

You may wish to consider adopting and posting explanatory language about the use of virtual meetings on your website, such as the following:

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. The [city/town] of ______________ greatly values the participation of its citizens in the public meeting process, but given the current circumstances and recommendations at both the state and federal levels to limit or avoid public gatherings, including Governor Baker’s ban on gatherings of more than 25 people, together with the present closure of [city/town] Hall and other public buildings to the public, the [city/town] has decided to implement the “remote participation” procedures allowed under Governor Baker’s emergency Order for all boards, committees, and commissions. This means that:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or [city/town] staff or official(s) physically present at the meeting location during the meeting. “Public comment” portions of meetings will be temporarily suspended.
3. However, the public will be provided with alternative access through which they can watch or listen to meetings “in real time,” and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.
4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the [city/town] will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the [city/town’s] website as soon as possible after the meeting.
5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.
6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.
7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken.
Please check individual meeting agendas on the calendar on the [city/town’s] website, located [insert web address], for the latest information regarding meetings. Each meeting may experience unique circumstances that may require last minute changes in protocol, including cancellation or rescheduling. We appreciate your patience as we undergo this shift in a significant aspect of how the [city/town] conducts business.

**Suggested language for your meeting notices:**

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the [city/town] [board/committee/commission] will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the [city/town’s] website, at [insert web address]. For this meeting, members of the public who wish to [listen/watch] the meeting may do so in the following manner: [specify method of access]. **No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the [city/town’s] website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

**Suggested statement to be made by the Chair of a public body at the start of any public meeting conducted “virtually”:**

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the [city/town] [board/committee/commission] is being conducted via remote participation. **No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to [listen to/view] this meeting while in progress may do so by [specify remote access instructions]. **OR** [Despite our best efforts, we are not able to provide for real-time access, and we will post a record of this meeting on the city/town’s website as soon as we are able.]
Suggested statement to be made by the Chair of the public body at the start of any public hearing conducted "virtually":

Note that for public hearings, the applicant and the public must be provided a means to participate in the virtual meeting in real time. Thus, the statement made at the start of public hearings would be slightly different than for public meetings:

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public hearing of the [city/town] [board/committee/commission] is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but the public can [listen to/view] this meeting while in progress by [specify remote access instructions]. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by [specify the means by which public comment may be made, depending upon the technology being used].

We will continue to keep you updated on additional developments in the face of this rapidly-evolving pandemic. A reminder that we have established a Coronavirus “hotline”, at coronavirusinfo@k-plaw.com. A dedicated team of our attorneys is available through this “hotline” e-mail address to answer the most frequently-asked legal questions arising from COVID-19. One of these designated attorneys will respond promptly to your inquiries. In some instances, you may be referred to your primary, land use, or labor contact, and you should of course feel free to contact these attorney(s) directly with COVID-19 related questions.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.
TOWN OF SANDWICH BOARD OF SELECTMEN

EXPLANATORY LANGUAGE ON THE USE OF VIRTUAL MEETINGS
ON THE TOWN’S WEBSITE

April 2, 2020

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. The Town of Sandwich greatly values the participation of its citizens in the public meeting process, but given the current circumstances and recommendations at both the state and federal levels to limit or avoid public gatherings, including Governor Baker’s ban on gatherings of more than 10 people, together with the present closure of Town Hall and other Sandwich public buildings to the public, the Town has decided to implement the “remote participation” procedures allowed under Governor Baker’s emergency Order for all boards, committees, and commissions. This means that:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.

2. The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or Town staff or official(s) physically present at the meeting location during the meeting. “Public comment” portions of meetings will be temporarily suspended.

3. However, the public will be provided with alternative access through which they can watch or listen to meetings “in real time,” and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.

4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the Town will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the Town’s website as soon as possible after the meeting. The Town’s website is www.sandwichmass.org.

5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.

6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.

7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken.

Please check individual meeting agendas on the calendar on the Town website, located at www.sandwichmass.org, for the latest information regarding meetings. Each meeting may experience unique circumstances that may require last minute changes in protocol, including cancellation or rescheduling. We appreciate your patience as we undergo this shift in a significant aspect of how the Town conducts business during this unique public health emergency.