

MEMORANDUM

To: Jonathan Freedman, Chair, Natick Board of Selectmen
Frank Foss, Town Moderator
Diane Packer, Town Clerk

From: Karis North, Town Counsel

cc: Melissa Malone, Town Administrator

Re: Process Required after Vote to Approve Remote Town Meeting

Date: June 14, 2020

Pursuant to Chapter 92 of the Acts of 2020, the following actions **must** be taken after the Board votes to approve a remote town meeting, concerning the Notice of the Remote Town Meeting ("Notice"), which document is included with the written request of the Moderator:

1. The Notice issued by the Board **shall be:** (i) **accompanied by the written request of the moderator** which was submitted to the select board or board of selectmen.
2. The Notice must be publically posted not less than 10 days before the scheduled date of the remote town meeting, in accordance with the requirements of M.G.L. chapter 39, section 10A(b) **which requires** –
 - a. Notice shall be **filed with the municipal clerk as soon as practicable** and then **posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located – TOWN HALL**
 - b. As soon as practicable, the Notice shall be **directed to the constables** or to some other persons, who shall post the Notice in the manner otherwise prescribed by general law, charter or by-laws for the posting of notice of town meetings.
 - c. One copy of the Notice shall be posted at the main entrance of the place of the town meeting as soon as is practicable (the High School).

In addition, the Notice shall be distributed to each town meeting member.

2. Not later than five (5) business days after a vote of the Board to approve the request of the moderator to hold a town meeting remotely pursuant to subsection

(c) or (d), the town clerk shall submit certified copies of the vote of the select board and the written request of the moderator to the attorney general.

- a. Town Counsel will work with the Town Clerk to submit the required documents the attorney general.

Two other items of note:

1. Registered voters residing in the town wishing to participate in a remote town meeting shall submit a request to participate to the town clerk not less than 48 hours in advance of town meeting. Upon receipt of the request and verification of the voter registration status, the clerk shall provide the requester instructions for participating in the remote town meeting.
 - a. Town Counsel will work with the Moderator and the Town Clerk on preparing this notification to the registered voters.
2. Chapter 92 of the Acts of 2020 requires that Town Meeting, as it first order of business, votes to approve the remote town meeting. If for any reason Town Meeting chooses not to conduct its business in that manner, Town Meeting will be adjourned until Saturday July 18, 2020, at 10AM in the Natick High School gymnasium.