



BOXFORD SELECT BOARD

**Monday, December 18, 2023
Town Hall 7A Spofford Road
Meeting Room 1**

Remote option through Zoom:

<https://us02web.zoom.us/j/8157412201?pwd=WFIUWU1PS1c2NGNuZUJ3TERNbWpRQT09>

AGENDA

This meeting is audio and video recorded

6:30 PM Call to Order

6:35 PM Announcements

6:40 PM Appointments

- Susan Arsenault, Council on Aging

6:45 PM Meeting with Adaptive Reuse of Buildings Advisory Committee

- Discussion on ARBA Committee Interim Report and next steps on the reuse plan for 4 Middleton Road and 188 Washington Street
- Any other business to come before the ARBA Committee and the Board not anticipated at the time of this posting.

7:30 PM Report of the Town Administrator

- Lifting of hiring freeze, Building Department Administrative Assistant
- Discussion on changes to Finance Director Bylaw, new Town Administrator Bylaw
- Insurance Advisory Committee Update
- Waste Stream Task Force update
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

7:45 PM Routines

- Appointments
- Correspondence
- Approval of Minutes
- School and Non-School Warrants

7:55 PM Any other business to come before the Board

8:00 PM Executive Session

- To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares
- To conduct a strategy session in preparation for negotiations with nonunion personnel

Adjourn

Next Meeting – January 8, 2023



Holiday Schedule

Town Offices

Monday, December 25	CLOSED
Monday, January 1	CLOSED

Trash and recycling will be on a one day delay during the weeks of December 25 and January 1

We wish you and your family a happy and safe holiday season



Kindergarten Registration

Kindergarten registration is now open. Students are required to be 5 years of age on or before September 1, 2024.

Please visit the Harry Lee Cole website and under "important links" click Boxford New Student Registration.

Documents may be emailed to registration@boxfordschools.org or sent via mail to Harry Lee Cole School
26 Middleton Road, Boxford, MA 01921



All documents must be received by Friday,
January, 26, 2024.

Please note all current age eligible Cole Preschool students will be contacted separately and do NOT need to register.



RECYCLING CENTER

HOLIDAY SCHEDULE

Saturday, December 23

CLOSED

Saturday, December 30

OPEN

Please check our website, www.boxfordma.gov,
for a full list of updated recycling fees for 2024



To the Select Board,

My name is Suzy Arsenault and I would like to join the Board of the Council on Aging. I have lived in Boxford for 20 years. I'm a member of the Boxford Garden Club and just finished up my term as President which, along with my volunteer activities, kept me very busy. Now that I have more time on my hands I can become a more active participant at the COA by being on the board. Over the last 5 years I've driven seniors to appointments, shopped, delivered groceries and made weekly phone calls during the pandemic and I now chair a committee that is part of the Garden Club. We make crafts with the seniors at Four Mile and then serve refreshments to them. I have a team of six Garden Club members who assist me.

I enjoy volunteering at the COA's events and through my volunteer work I have come to know most of the seniors who attend activities at 10 Elm. I would like to help support the seniors and the COA staff by taking the next step by becoming a COA Board member.

Thank you,
Suzy

From: [John Shirley](#)
To: [Alicia CARON](#); [Matt Coogan](#)
Cc: [Liz Murphy](#); [Pam Blaquiere](#); [Barbara Jessel](#)
Subject: Re: COA board position
Date: Friday, December 1, 2023 2:54:06 PM

External Sender

Hi Matt

Yes, we have already approved as a committee. So on to the next steps.

Thanks!

John S.

On Friday, December 1, 2023 at 02:20:11 PM EST, Matt Coogan <mcoogan@town.boxford.ma.us> wrote:

Hi Alicia and John

I received a letter of interest from Suzy Arsenault to fill a vacant seat on the COA, please see attached. If the COA supports her candidacy, I can have the Select Board appoint her as soon as December 18th.

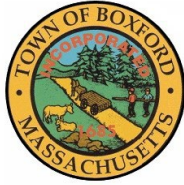
Thanks,

Matt

From: Susan Arsenault <k9mom1126@yahoo.com>
Sent: Friday, December 1, 2023 10:12 AM
To: Matt Coogan <mcoogan@town.boxford.ma.us>
Cc: Pam Blaquiere <pblaquiere@town.boxford.ma.us>; Liz Murphy <wvtime@comcast.net>
Subject: COA board position

External Sender

Sent from my iPad



TOWN OF BOXFORD

Adaptive Reuse of Buildings Advisory Committee
7A Spofford Road
Boxford, MA 01921

DATE: December 15, 2023
TO: Select Board
FROM: ARBA Committee
RE: **Interim Report to Boxford Select Board**

The following is the Adaptive Reuse of Buildings Advisory (ARBA) Committee's first interim report. It accounts for the Committee's work to date, includes data and findings from a technical assistance report, and makes recommendations for next steps for the Committee to focus on, upon support of the Select Board.

Summary

The seven-member ARBA Committee held 12 meetings in 2023. Working with a consultant team led by StudioLuz and funded through a MassDevelopment grant, the Committee completed a public engagement process and market analysis resulting in design schemes for the potential reuses of 4 Middleton Road and 188 Washington Street. The preferred uses recommended by the ARBA Committee for the Town to explore further are professional office/cowork space for 4 Middleton Road, and a small restaurant, retail, or professional offices for 188 Washington. The majority of the 300+ participants in the engagement process preferred the Town maintain ownership of the properties, that the existing buildings on the properties be preserved, and that any reuse of the buildings be limited to their existing footprints. Finally, the ARBA Committee recommends that the open space be preserved at both properties, in particular, Morse Field at 188 Washington. The ARBA Committee did not identify a municipal use for the buildings.

For next steps, the ARBA Committee will focus on determining the feasibility of the preferred uses. A recent facility assessment identifies nearly \$1M of necessary maintenance and repairs for both facilities over the next 10 years. This number does not include septic upgrades, which are most likely necessary. It also does not include the cost of fitting out the buildings for any future use. If the community prefers to maintain ownership of the properties, the Town would most likely be leasing the buildings. What needs to be determined is whether the costs to renovate, update, and maintain the buildings at 188 Washington or 4 Middleton Rd would outweigh the revenue these properties could yield, both for the Town and for a 3rd party business. Additionally, whether the Town would be willing to subsidize the costs for a future use of either building if there was a community benefit beyond monetary, and whether the reuse of these buildings is compatible with the surrounding open space, particularly Morse Field during Little League games.

The ARBA Committee recommends the following actions at May 14, 2024 Town Meeting to advance the reuse of these properties. Rezoning both parcels to a B-1 business district would allow for all the preferred uses. Authorizing the Select Board to dispose of the properties through a lease by Town Meeting vote would also prevent delays in the reuse of these buildings.

The following is more detailed information on the ARBA Committee's work to date.

The ARBA Committee

The Boxford Select Board established the ARBA Committee in November of 2022 to consider a comprehensive analysis of potential reuses for the town-owned buildings at 4 Middleton Rd (former COA) and 188 Washington Street (former West Boxford Library). The current members include Adam Bartke of the Finance Committee, Bob Gore of the Land Committee and Planning Board, Richard O'Brien of the Permanent Building Committee, Peter Perkins of the Select Board, and residents Dan Anastos and Becky Potts. Becky Potts has served as the Chair of the Committee. Since January, the Committee has held 12 public meetings. The ARBA Committee has a project website available for the public, boxfordma.gov/VillageCenters.

The StudioLuz Report

The Town was awarded MassDevelopment real estate technical assistance services through the Commonwealth's Community One Stop for Smart Growth grant program in 2022 to support the ARBA Committee in its analysis. MassDevelopment assigned architecture firm StudioLuz as the Town's consultant. Their scope of work included community outreach and engagement, a market analysis conducted by an economic consultant, and conceptual design schemes that incorporated the preferred programming for each property. Community outreach included a survey with over 300 submissions, two public workshops in May 2023, and a final presentation in September 2023. The [final report](#) is available on the project website.

The final report includes design schemes as follows: For 188 Washington Street, a 60-seat restaurant, a community center, and retail units; for 4 Middleton Road, an artist hub, youth center (with potential café space), and professional office/ coworking space. The [market analysis](#) indicated that retail and restaurant would be feasible at 188 Washington based on its higher-traffic location, and 4 Middleton Road was a good fit for office and flexible small business/ professional services space. Furthermore, based on the public engagement results, the majority who participated preferred the Town to maintain ownership of both properties, to enter into a long-term lease for the future uses, and to preserve the buildings while maintaining their size and footprints for the future uses. Finally, the consensus was that the community highly valued the open spaces at both properties, particularly the ball field, basketball court, and gazebo at 188 Washington. Any future uses of the buildings at both properties should not conflict with the public use of these open spaces.

The ARBA Committee has determined that there is not a current municipal need for either building, although several departments utilize both buildings as overflow storage, and the Town will need to make other arrangements if these two buildings were leased to a third party. Furthermore, while community space was identified in the public engagement process (not the market analysis), the Committee does not recommend pursuing this use. The Center at 10 Elm was just opening during the public engagement process, and that facility has ample community space. In addition, Lincoln Hall continues to be available to residents in West Boxford.

Preliminary Feedback on StudioLuz Report

The Committee did solicit preliminary feedback on the final report from Building Inspector Peter Delaney, Health Director Kendell Longo, and Land Use Director Ross Povenmire:

- **Zoning:** In order to accommodate the proposed uses at 188 Washington and 4 Middleton it will be necessary to rezone the respective parcels from current O District to B-1. In both cases, there is already B-1 zoned land in the immediate vicinity, which suggests that the rezoning should be compatible with the neighborhood.
- **Conservation:** At 188 Washington Street, the 200-foot Riverfront area from Porter Brook appears to

include portions of the rear parking lot. Alterations to the parking lot within the Riverfront Area would require a wetland permit. It seems likely that additional parking would be desirable in order to accommodate restaurant or retail use at this site.

Both sites are within the Urbanized Area of Boxford. Alteration of an acre or more would require a Stormwater Management Permit through the Conservation Commission.

- **Septic:** Based on the report, both buildings would most likely have a change in use, which would have an effect on the existing septic systems. Each property's septic systems would most likely need to be updated. This would consist of hiring an engineer, soil testing, and permitting to design and install updated systems. 200-foot riverfront area at 188 Washington would affect the location for an updated system, particularly one that could accommodate a potential restaurant use.
- **CPA:** The structure at 4 Middleton Road is eligible for funding from the CPC for historic rehabilitation that would make "possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." It is not clear at present whether 188 Washington Street would be eligible for similar funding.

Through the Town Administrator, the Committee also solicited preliminary feedback from the Library Board of Trustees, the ZBA, the Historic District Commission, and the Council on Aging.

The Library Board of Trustees reviewed and discussed the portions of the report regarding 188 Washington Street at its September 11, 2023 meeting. The Board voted unanimously to support the Director's recommendation to not store library materials in the basement of 188 Washington Street (as proposed in the schematic designs) and consider the recommendation of a modular unit at the rear of Town Hall for library book storage. The Board does not see a way for the existing library collection at 188 Washington St to be stored at the basement level to accommodate a future new ground floor use, nor will it advocate for any plan that will have library materials stored in the basement of 188 Washington Street. They are supportive of moving the materials out of the building and have them stored on the municipal campus at 7A Spofford Road. The Town Administrator, Library Director, and DPW Superintendent have been in discussion on how to relocate the materials to Spofford Rd.

The Council on Aging had a discussion of the future plans for 4 Middleton Rd at its August 28, 2023 meeting. The COA understood the preliminary findings by the study that the preference is for the town to continue ownership of the properties. The committee agreed, and the COA would like to retain the stage and the ability to access/use it. Otherwise, the COA did not have a consensus recommendation to report back.

To date, the ZBA and the Historic Districts Commission have not provided feedback to the ARBA Committee.

The Boxford Athletic Association, specifically Boxford Little League, actively participated in the public engagement process and is very interested in working with the Town on restoring Morse Field at 188 Washington Street as a compliant Little League field. The BAA and Little League are currently raising funds through private donation to restore and update Koster Field at Stiles Pond in the near future. Within the next five years, they envision a restoration of Morse Field in partnership with the Town, with funding coming from private donations and the Town's Community Preservation fund. For any future reuse, the ARBA Committee recommends preserving the ball field

to accommodate future Little League needs, as well as generally preserve the open space at 188 Washington that also includes the basketball courts and the gazebo.

Through the Town Administrator's office, the ARBA Committee has also received interest from local non-profit organizations to occupy space at 4 Middleton Rd. The Tri-Town Council has toured the building, and is interested in having discussions on how to utilize the upstairs auditorium space for youth programming, as well as whether it makes sense to consolidate their operations by relocating their office to 4 Middleton Road. BTA/ BOLT has also inquired about availability of 4 Middleton Rd. With the support of the Select Board, the Committee can pursue these potential reuse opportunities at 4 Middleton.

Facility Needs and Potential Investment

If the Town decides to maintain ownership of the two buildings, it will be necessary to budget Town funds to both maintain these buildings and to make capital investments. Some of these capital investments may need to be undertaken by the Town, but could also potentially be the responsibility of the end-users of either facility. The DPW recently had a consultant complete a Facility Condition Assessment for all municipal-owned buildings. The purpose of the assessment is to provide facility condition assessment for the rollout of DPW's new computerized maintenance management system (CMMS) software, Operations Hero, for capital planning and project justification. The report estimates the cost of maintenance needs in the next 10 years for 4 Middleton Rd is \$460,000 and for 188 Washington Street is \$510,000. The Town Administrator is working with the DPW Superintendent on an annual cost for operating these buildings, including heating. We expect it costs at least \$10,000 per year for heat and maintenance.

The assessment only considers improvements to the building in their current use. For a restaurant to locate in either building, there would be additional costs for a commercial kitchen, ventilation system, restrooms, an adequately-sized septic system, etc. The Committee has had some preliminary conversations with local restauranteurs, but more information is necessary to determine whether it would be financially feasible to fit-out 188 Washington Street for an approximately 60-seat restaurant.

The Town should conduct a cost-benefit analysis to determine whether dedicating Town resources are justified based on the future use of each building. The ARBA Committee has discussed whether the properties could generate revenue for the Town. In a leasing scenario, Committee members have consulted local commercial real estate brokers on the market for office, retail, and restaurant leased space. The cost per square foot ranges greatly, but the average appears to be around \$20 per square foot. At approximately 3,000 square feet each, the rough math would bring in \$60,000 in revenue annually for each building. However, if a business owner bears the cost of fitting out a building (and that may be a significant cost, particularly for a restaurant), that may not be feasible for a business without either discounted rent or even several months or years of no lease payments.

Municipally-owned spaces in the area are leased at a much lower rate. In Wenham, several commercial spaces at the town-owned Iron Rail facility lease between \$10 and \$13 per square foot. Newbury, MA leases a former Town Hall to a local theater company for \$5,000 annually. That may be below market, but in this case, it may have been valuable to the community to have the right tenant, as the building has been the home for local theater for many years. For Boxford, what needs to be determined is whether the costs to renovate, update, and maintain 188 Washington or 4 Middleton Rd would outweigh the revenue these properties could yield, both for the Town and for a 3rd party business. Additionally, whether the Town would be willing to subsidize the costs for a future use of either building if there was a community benefit beyond monetary (in other words, how much do residents want to see a restaurant at 188 Washington St?).

Neighboring Topsfield has been working on the reuse of the former [DPW Garage at 10 School Avenue for several years](#). The Town issued a Request for Proposals hoping to attract a developer to purchase the property for a new downtown amenity such as brewery or restaurant. The Town did not receive any proposals. Since then, the Town has addressed septic issues on the site, and with a workable solution, released a [second RFP for the disposition and reuse of the property](#), with proposals due December 7th. The quantity and quality of proposals will be good data for the Town.

Procurement

All real property transactions, including sale or lease, must comply with Massachusetts procurement law Chapter 30B. When the Town is prepared to reuse 188 Washington St and 4 Middleton Rd, whether it's in a scenario where the buildings are leased as discussed or the Town sells the properties, the solicitation would be structured as a traditional RFP, which allows the Town to compare the relative merits of proposals received in addition to price. Furthermore, the RFP would clearly enumerate the terms of a lease, the responsibilities of the lessor and lessee, and any restrictions on the use of the buildings. The restrictions could include limiting proposals to only uses identified in the StudioLuz report.

In order for the Select Board to solicit proposals and complete a real estate transaction for both properties, authorization by vote at Town Meeting is most likely required. To keep the process going forward and to avoid delays, the Committee recommends the Select Board include a Warrant Article at May 14, 2024 Town Meeting to "lease, convey, sell or otherwise dispose of either property". The authorization could restrict this action to convey only for uses identified in the StudioLuz report. In this case, an additional warrant article would be recommended at Town Meeting to rezone both parcels to B-1 so that those uses are allowed by-right. Both actions were taken by the Town of Topsfield prior to issuing an RFP.

Next Steps

- **Zoning** – As mentioned, both properties are in an O zone, which does not allow any of the contemplated future uses. The B-1 business district would allow for all desired uses. From a timeline perspective, it makes sense for the Town to undergo the rezoning process for these properties to be voted on at the May 2024 Town Meeting.
- **Septic Requirements** – A change in use will require updating the septic systems for each building. The Committee can work with the Health Director and Board of Health to better understand the process and costs to do so.
- **Property valuation** – The Town should hire an appraiser to provide a valuation of both properties, for sale and for lease. It should be noted that the properties are currently assessed at \$590,500 for 4 Middleton Rd, and \$872,600 for 188 Washington Street. The valuation is required for any disposition of the properties.
- **Procurement** – Granting the Select Board authorization to dispose of the properties at May 2024 Town Meeting would help avoid any delays for the reuse of these buildings. Authorization is by vote of residents at Town Meeting, which traditionally is held only once a year.
- **Peer Communities** – The Committee has been researching how peer communities have reused their municipal facilities. This report mentions projects in Newbury, Topsfield, and Wenham, but there are other communities the Committee can research and reference as case studies.

- **Solicit interest** – The Committee can continue to reach out to contacts, experts, and local business owners in various fields to gauge both the interest in reusing both properties for the uses identified in the StudioLuz report, and the financial feasibility for a business to invest in these properties.

Conclusion

Based on the StudioLuz final report, the community would like to see office, non-profit, retail, or restaurant space in either 188 Washington Street and 4 Middleton Rd, under the condition that the Town maintains ownership of these properties, that the buildings are preserved, and that there is no expansion to the footprint of either building. There are several constraints that may make those uses unfeasible financially under those conditions. The ARBA Committee, with the support of the Board, wishes to continue exploring all those factors. Furthermore, there is a desire to maintain the ball fields and open space at 188 Washington, which may complicate a potential future user of the old library building, as there may be conflicts with regards to parking and the siting of a new septic system. There will be a carrying cost if the Town decides to maintain ownership of these properties, particularly for the existing structures. The next steps, particularly the recommended actions at Town Meeting for zoning and procurement, would be useful in helping the determine the ultimate uses for 188 Washington Street and 4 Middleton Road.

1 **Minutes of the**
2 **BOXFORD SELECT BOARD**
3 **HYBRID VIA ZOOM**
4 **Monday, December 4, 2023**
5 **Draft**
6

7 Present: Barbara Jessel, Chuck Costello, Peter Perkins, Margaret Chow-Menzer, Judi
8 Stickney
9

10 Others Present: Town Administrator Matthew Coogan, Al Nierenberg, Attorney Gregg
11 Corbo, Minutes Recorder Donna Grieco,
12

13 **6:30 PM Call to Order**

14 Select Board Chair Barbara Jessel called the meeting to order at 6:30 PM.
15 The roll was read, and all members were present.
16

17 **6:35 PM Announcements**

18 **Boxford Grand Illumination** – Select Board member Chow-Menzer announced that
19 the Boxford Historical Society is inviting residents to the Grand illumination which will
20 take place on Sunday, December 17th at 5pm. Beginning with carols at the
21 Congregational Rectory, the procession will wind down Elm St to view lit homes along
22 the way and culminate with the illumination of the Holyoke-French House.
23 Refreshments will follow at the historic house.
24

25 **Toys for Tots** – Select Board member Stickney announced that the Boxford Fire
26 Department is once again participating in the Toys for Tots program. Residents can
27 drop off unopened and unwrapped toys at the East Fire Station, located at 6 Middleton
28 Road, East Boxford, from now through December 8th, Monday - Friday from 8 AM to 4
29 PM
30

31 **6:40 PM Appointments**

32 Al Nierenberg, Sustainability Committee
33 Al Nierenberg appeared and discussed his interest in and qualifications to serve on the
34 Sustainability Committee. The Select Board thanked him for volunteering and voted on
35 his appointment.
36

37 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board
38 **VOTED** unanimously by roll call vote to appoint Al Nierenberg to the
39 Sustainability Committee with a term ending 6/30/24.
40
41

42 **6:45 PM Report of the Town Administrator**

43 **Request for Reclassification, Administrative Services Manager**

44 There is a warrant article at Town Meeting for the approval of the annual classification
45 and compensation plan. The Town Administrator does not foresee it changing very
46 drastically. if the board supports it, it will probably end up only being a 2% movement of
47 the whole scale. The Town Administrator went on to discuss the position of the

48 Administrative Services Manager/HR Coordinator and a request to change the grade
49 scale level from grade N5, which was set in 2022, to a grade N8. Select Board member
50 Costello asked the Town Administrator to discuss the jump from N5 to N8.
51 Rationalization for the jump includes the many and varied responsibilities and tasks that
52 this position now encompasses including some management and procurement duties.
53 With the support of the Select Board, the Town Administrator would like to present this
54 request to the Personnel Board and go through the process of reclassifying this
55 position. He will keep the Select Board apprised of the outcome.

56

57 **Consider Adoption of Policy for Flags Allowed on Town Flagpoles**

58 The Select Board was presented with two drafts of flagpole use policies. They
59 discussed the current long-standing policy of having town flagpoles only fly the
60 American flag, Commonwealth of MA flag and the POW MIA flag. After some discussion
61 of flags being used for governmental speech vs. First Amendment speech, a vote was
62 taken.

63

64 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board
65 VOTED unanimously to approve the current and basic flag policy of the Town of
66 Boxford as drafted by Tow Council.

67

68

69 **Fiscal Year 2025 Operating Budget**

70 The budget document presented to the Finance Committee last week highlighted the
71 following:

72

73 a) Historically new growth over the last few years has been a bit over \$200,000, We are
74 projecting new growth to increase to a little over \$500,000. this year; a result of the new
75 valuations coming from The Willows of Boxford.

76 b) Trash revenues are yet to be determined and are dependent upon which fee structure is
77 implemented.

78 c) Town leadership feels confident that Town government will be able to deliver a budget
79 within a 2 ½ percent increase over FY'24 even considering stressors such as salary,
80 healthcare costs, technology fees and school budget increases.

81 d) Shortly the Town will produce a free cash report.

82

83

84 **Insurance Advisory Committee Update**

85 The Committee is scheduled to meet again on December 14th. The Town's Insurance
86 Consultant presented a general overview of the current state of the health insurance
87 industry and compared the Town's current plan to other towns. She spoke about a
88 Benchmark 3 plan which would be the equivalent of Boxford going into the GIC and we
89 talked about the comparison between that program and what our current insurance
90 offers through Blue Cross Blue Shield. The assumption currently is that we won't be
91 switching, but we would look at potentially changes in deductibles or potential copays as
92 well. Next meeting the committee will look at some of those premium costs and what the
93 potential savings could be both from the employee side and the employer side. By the
94 following meeting in January, the Town Administrator will propose that the Select Board
enact MA General Laws Chapters 19 through 22 which creates the Public Employee

95 Committee. The Insurance Advisory Committee simply advises the Town on health
96 plans, however, it's the actual Public Employee Committee that completes the
97 negotiation process.
98

99 **Waste Stream Task Force Update**

100 Select Board member Perkins reported that the task force is making great progress.
101 They have two quotes from Mello and Waste Management trash companies and are
102 awaiting two more. Hopefully they will receive those prior to the next meeting on
103 January 8th. They are also looking into bi-weekly recycling as a cost cutting measure.
104

105 **Interim Investment Report October 21, 2023**

106 The Interim Investment Report was submitted by Treasurer Ellen Guerin for the Select
107 Board's review. If there are any questions, they can be sent to Ellen directly. She will
108 attend a Select Board meeting if the Board would like to further discuss the report.
109

110 **7:00 PM Routines**

111 **Open Positions Boards/Committees**

112 There are a number of Boards and Committees that still have openings available. They
113 range in the level of time commitment from low to fairly significant. If anyone has an
114 interest in serving on one of the following committees, please let us know:

- 115 a) Community Preservation Committee
 - 116 b) Conservation Commission
 - 117 c) Council on Aging
 - 118 d) Cultural Arts Council
 - 119 e) Masconomet Scholarship Committee
 - 120 f) Personnel Board
 - 121 g) Planning Board
 - 122 h) Recreation Committee
 - 123 i) BA (needs another alternate)
- 124

125 **Approval of Minutes of 11/20/23**

126
127 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board VOTED
128 unanimously by roll call vote to approve the Select Board Meeting Minutes of
129 11/20/23 as amended.
130

131 **7:10 PM Any other business to come before the Board**

132 The Select Board inquired about the on-going cell tower issues. The Town Administrator
133 noted that he is in conversation with a technical person at Verizon and that we have a
134 booster at the East station, and we have a booster at the COA. He will determine who
135 the correct person who does the boosting outside of facilities. He emailed them as
136 recently as today.
137

138 **7:15 PM Executive Session**

139 Select Board Chair Jessel moved that Select Board enter into Executive Session
140

141 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
142 unanimously by roll call vote to enter into Executive Session, and declared that
143 an Executive Session is necessary since an open public discussion may
144 have a detrimental effect on the negotiating, bargaining or litigating
145 position of the Board of Selectmen, and upon completion of the Executive
146 Session they will not be returning to open session and immediately adjourn
147 without conducting any further business.

148

149 **Adjourn**

150 Respectfully submitted,

151 *Donna M Grieco*

152 Minutes Recorder

153

154 .

155 **Next Meeting – December 18, 2023**

156

157

158

159 Documents either distributed to the Board of Selectmen before the meeting in a
160 packet or at the meeting:

161

162 Announcement: Gran Illumination

163 Announcement: Toys for Tots

164 Supporting Documents: Al Nierenberg, Sustainability Committee

165 Memo from Town Administrator- Administrative Services Manager Re-classification
166 Request

167 Memo from Town Administrator- Flag Policy

168 Memo from Asst. Town Administrator to Finance Committee - FY25 Revenue and
169 Expense Forecast

170 Memo from Treasurer Guerin to Select Board relative to the Interim Investment Report

171 List of Open Appointments Boards/Committees

172 Minutes: 11/2023

173

174

Executive Session Motion

I move that the Select Board enter into executive session for the following:

- To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body
- To conduct a strategy session in preparation for negotiations with nonunion personnel

and declare that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating or bargaining position of the Select Board.

The Select Board will adjourn upon conclusion of the Executive Session and not be returning to open session.