



TOWN OF BOXFORD
Office of the Town Administrator
7A Spofford Road
Boxford, MA 01921

DATE: Friday, November 4, 2022
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: **2023 Select Board Meeting Schedule**

Below is a proposed schedule for Select Board meetings in 2023. Generally, meetings would be held on the typical second and fourth Mondays of the month, with the exception of November and December, which are set at the first and third Mondays to avoid conflicting with the Thanksgiving and Christmas holidays. In addition, I offer for the Board's consideration reducing the number of meetings over the summer to one in July and one in August. The Board could meet the first Monday of each of those months, and could hold a date for a second meeting, if necessary. With the proposed fewer meetings over the summer, the Select Board would have 22 scheduled meetings in 2023.

2023 Select Board Meeting Schedule

- January 9, 23
- February 13, 27
- March 13, 27
- April 10*, 24
- May 8, 22
- June 12, 26
- July 10
- August 14
- September 11, 25
- October 10 (Tue), 23
- November 6, 20
- December 4, 18

*April 10th would be 29 days before May 9th Town Meeting and the Warrant would be finalized at that meeting