



TOWN OF GROVELAND

2024 JAN 25 AM 9:05

TOWN CLERK  
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## BOARD OF SELECTMEN

### Meeting Agenda

Monday, January 29, 2024

Groveland Town Hall 183 Main Street, Groveland, MA 01834

This meeting will be in-person and also be broadcast live on Groveland Public Access, Channel 8, as well as through Zoom virtual meeting software for remote access.

#### Join Zoom Meeting

<https://zoom.us/j/93995174414?pwd=dnpQNjNmTVpOVHA0bWdUMHBMeFhvQT09>

Meeting ID: 939 9517 4414

Passcode: 948618One tap mobile

+13126266799,,97830520065#,,, \*948618# US (Chicago)

+16469313860,,97830520065#,,, \*948618# US

**6:30 P.M.**

**CALL MEETING TO ORDER AT 6:30 P.M.**

**PUBLIC COMMENT** *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

#### **DISCUSSION & POSSIBLE VOTE**

1. Liquor License -Nichols Village, Change of Manager Request
2. Approve the field use permit for the use of Shanahan Field Major by the Pentucket Youth Soccer, Steve Crowder, for March 18, 2024 through June 22, 2024.
3. Approve the field use permit for the use of 150 Center Street by Sportsplex Operators and Developers Association, Mohit Saini, for April 27, 2024 through September 29, 2024 to accommodate the cricket league for Saturday and Sunday games from 11:30am to 5:30pm.
4. Approve the special event permit for the use of Pines Recreation Area Pavilion by ALS Therapy Development Institute, Kevin Sweeney, for June 22, 2024 for the Tri-State Trek from 8:30am to 1:45pm.
5. Whittier School Building Vote Update, *Selectman MacDonald*
6. Regionalization of Fire & EMS Services, *Selectman Kastrinelis*
7. Trash Committee Update, *Selectman Kastrinelis*
8. Pentucket Regional School District Agreement Update, *Selectman Kastrinelis*
9. Classification/Reclassification of Salem Street Dam to Culvert
10. Community Preservation Committee Article to Purchase 114 Center -Discussion Only, *Mike Dempsey Chairman of the Conservation Commission*

#### **APPOINTMENTS OF THE BOARD**

#### **APPROVAL OF THE MINUTES**

**OLD OR UNFINISHED BUSINESS**

11. Change from Board of Selectmen to Select Board, *Selectman Kastrinelis*
12. Reminder of Upcoming Election and Open Seats, *Selectman MacDonald*

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

**TOWN ADMINISTRATOR'S TIME**

**SELECTMEN'S TIME & REPORTS** *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

**CORRESPONDENCE**

13. Board of Selectmen Meeting Minutes December 4, 2023
14. Board of Selectmen Meeting Minutes December 18, 2023

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, February 12, 2024, at 6:30PM.*

*Submitted by: Chairman Daniel MacDonald*



**Town of Groveland**  
**Office of the Town Administrator**  
183 Main Street  
Groveland, Massachusetts 01834



# MEMO

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**cc:**  
**Date:** January 25, 2024  
**Re:** Nichols Village - Amend Alcoholic Beverages Retail License: Change of Manager (ABCC)

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The Board of Selectmen is the Local Liquor Licensing Authority (LLA) for Liquor Licenses, both business liquor licenses that allow liquor sales from one location and are renewed annually, and one-day event liquor licenses.

The Board approved the renewal for Nichols Village for a Club License, All Alcoholic Beverages on November 20, 2023. Nichols Village is looking to change the manager listed on their certificate. To do so they must go through process as required by the Alcoholic Beverages Control Commission (ABCC) as well as comply with any process required by the Local Licensing Authority (LLA), which is the Board of Selectmen.

The Manager shall have total responsibility for the proper operation of the licensed premises, whether present or not. A license manager must be an individual, 21 years of age or older, who is a citizen of the United States and has, under § 26, “vested in him [or her] by properly authorized and executed written delegation as full authority and control of the premises, described in the license of such corporation, and the conduct of all business therein relative to alcoholic beverages as the [corporate] licensee itself could in any way have and exercise if it were a natural person.” This license manager must be approved by both the LLA and ABCC with respect to his or her character.

Groveland does not have any other documents and/or fees required for a change of manager. If the Board approves the request, we will record the vote and sign the Licensing Authority Certification form and submit it to the Alcoholic Beverages Control Commission (ABCC) for their review.

## **Change of Manager**

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*95 Fourth Street, Suite 3, Chelsea, MA 02150-2358*  
*www.mass.gov/abcc*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**AMENDMENT-Change of Manager**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.**

**ECRT CODE: RETA**

**Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)**

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT**

**ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)**

**ENTITY/ LICENSEE NAME**

**ADDRESS**

**CITY/TOWN**  **STATE**  **ZIP CODE**

**For the following transactions (Check all that apply):**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other <input type="text"/>   |   | <input type="checkbox"/> Change of DBA                                |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*95 Fourth Street, Suite 3, Chelsea, MA 02150-2358*  
*www.mass.gov/abcc*

**AMENDMENT-Change of Manager**

☐ **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Nichols Village Inc	Groveland	0014-CL-0480

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Maryann Clark	Controllor	mclark@bethanycommunities.org	978-374-2160

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Travis Brown	Date of Birth		SSN	
Residential Address					
Email	tbrown@nichols-village.com	Phone	978-372-3508		
Please indicate how many hours per week you intend to be on the licensed premises	40	Last-Approved License Manager	James Dinges		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\* ☒ Yes ☐ No \*Manager must be U.S. citizen  
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No  
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
		See Attached		

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Travis W. Brown Date 1/18/24

## APPLICANT'S STATEMENT

I, James Lynch the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of Nichols Village Inc  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

James Lynch

Date:

1/8/2024

Title:

CFO



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*

☐ For Reconsideration

**LICENSING AUTHORITY CERTIFICATION**

Groveland

City /Town

00014-CL0480

ABCC License Number

**TRANSACTION TYPE (Please check all relevant transactions):**

The license applicant petitions the Licensing Authorities to approve the following transactions:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other <input type="text"/>   | <input type="checkbox"/> Change of DBA                                    |   |

**APPLICANT INFORMATION**

Name of Licensee Nichols Village, Inc.

DBA

Street Address 1 Nichols Way Groveland, MA

Zip Code 01834

Manager Travis Brown

Granted under  
Special Legislation?

Yes ☐ No ☐

\$12 Club

Annual

All Alcoholic Beverages

Type

(i.e. restaurant, package store)

Class

(Annual or Seasonal)

Category

(i.e. Wines and Malts / All Alcohol)

If Yes, Chapter

of the Acts of (year)

**DESCRIPTION OF PREMISES**

Complete description of the licensed premises

**LOCAL LICENSING AUTHORITY INFORMATION**

Application filed with the LLA:

Date

01/16/2024

Time

Advertised

Yes ☐

No ☒

Date Published

Publication

Abutters Notified:

Yes ☐

No ☒

Date of Notice

Date APPROVED by LLA

01/29/2024

Decision of the LLA

Approves this Application

Additional remarks or conditions  
(E.g. Days and hours)

For Transfers ONLY:

Seller License Number:

Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director





**Town of Groveland**  
**Office of the Town Administrator**  
183 Main Street  
Groveland, Massachusetts 01834



# MEMO

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**cc:**  
**Date:** January 25, 2024  
**Re:** Shanahan Field Use Permit (#2024-FP4)

---

Steve Crowder on behalf of the Pentucket Youth Soccer League, is looking to reserve the major field at Shanahan Field from March 18, 2024 through June 22, 2024.

The league has approximately 25 players from Grade 5 to Grade 6.

Practices are from 4pm to dark Monday through Friday and games are on Saturdays 8am to 5pm. Sundays (and possibly weeknights) would be for makeup games, as needed. This does not conflict with any of the prior approvals granted for Shanahan Field, major.

The League has provided their Certificate of Insurance, and they will also provide the \$200 fee for the permit. If approved the permit will be #2024-FP4 and a letter of approval will be sent to the League notifying them of approval and include reminders for trash pickup and contacts for help with field maintenance, etc.

The Board is being asked to approve Field Use Permit #2024-FP4 for the Pentucket Youth Soccer League to use Shanahan Field, major from March 18, 2024 through June 22, 2024 contingent upon receipt of the field use fee.



**From:** [Booking system](#)  
**To:** [Rebecca Oldham](#)  
**Subject:** You've received a new booking request!  
**Date:** Monday, January 22, 2024 5:05:21 PM

---

You need to approve a new booking Shanahan Field - Major for: March 18, 2024 09:00 - March 23, 2024, March 25, 2024 - March 30, 2024, April 1, 2024 - June 22, 2024 19:00

Person detail information:

**Start Time:**09:00

**End Time:**19:00

**Organization Name:**Pentucket Youth Soccer

**Person in Charge:**Steve Crowder

**Address:** [REDACTED]

**Town:**Groveland

**Zip Code:**01834

**Email:** [REDACTED]

**Phone:** [REDACTED]

**How many games?:**25+

**How many players?:**

**How many hours?:**300+

**Details:**

Grade 5 & 6 boys and girls soccer games and practices.

Currently a new booking is waiting for approval. Please visit the moderation panel

[https://grovelandma.com/wp-admin/admin.php?](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=48)

[page=wpbc&view\\_mode=vm\\_listing&tab=actions&wh\\_booking\\_id=48](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=48).

Thank you, Town of Groveland, MA

<https://grovelandma.com>



**Town of Groveland**  
**Office of the Town Administrator**  
183 Main Street  
Groveland, Massachusetts 01834



# MEMO

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**cc:**  
**Date:** January 25, 2024  
**Re:** 150 Center Street Field Use Permit (#2024-FP5)

---

Mohit Saini on behalf of Sportsplex Operators and Developers Association/United and the [Massachusetts State Cricket League](#) (MCL), is looking to reserve 150 Center Street from April 27, 2024 through September 29, 2024.

Games are held on Saturdays and Sundays from 11:30am to 5:30pm. There are 22 players per game and 14 on the field during the match.

The League will provide their Certificate of Insurance, and they will also provide the fee for the permit as a Non-Resident Group League. If approved the permit will be #2024-FP5 and a letter of approval will be sent to the League notifying them of approval and include reminders for trash pickup, etc. The letter will also contain stipulations, as done in prior years, about the use of Porta Potty Rentals and the gate lock.

The Board is being asked to approve Field Use Permit #2024-FP5 for the Sportsplex Operators and Developers Association/United to use 150 Center Street (as shown below) from April 27, 2024 through September 29, 2024 contingent upon receipt of the COI and field use fee.



**From:** [Booking system](#)  
**To:** [Rebecca Oldham](#)  
**Subject:** You've received a new booking request!  
**Date:** Friday, January 19, 2024 1:27:51 PM

---

You need to approve a new booking 150 Center Street for: April 27, 2024 11:30 - April 28, 2024, May 4, 2024 - May 5, 2024, May 11, 2024 - May 12, 2024, May 18, 2024 - May 19, 2024, June 1, 2024 - June 2, 2024, June 8, 2024 - June 9, 2024, June 15, 2024 - June 16, 2024, June 22, 2024 - June 23, 2024, June 29, 2024 - June 30, 2024, July 13, 2024 - July 14, 2024, July 20, 2024 - July 21, 2024, July 27, 2024 - July 28, 2024, August 3, 2024 - August 4, 2024, August 10, 2024 - August 11, 2024, August 17, 2024 - August 18, 2024, August 24, 2024 - August 25, 2024, September 7, 2024 - September 8, 2024, September 14, 2024 - September 15, 2024, September 21, 2024 - September 22, 2024, September 28, 2024 - September 29, 2024 17:30

Person detail information:

**Start Time:**11:30  
**End Time:**17:30  
**Organization Name:**United  
**Person in Charge:**Mohit Saini  
**Address:** [REDACTED]  
**Town:**Boxford  
**Zip Code:**01921  
**Email:** [REDACTED]  
**Phone:** [REDACTED]  
**How many games?:**1  
**How many players?:**  
**How many hours?:**6

**Details:**

Hi Rebecca,

As discussed , Please see application for Cricket for season 2024. Once approved will get the COI to you.

Thanks,  
Mohit

Currently a new booking is waiting for approval. Please visit the moderation panel

[https://grovelandma.com/wp-admin/admin.php?page=wpbc&view\\_mode=vm\\_listing&tab=actions&wh\\_booking\\_id=47](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=47).

Thank you, Town of Groveland, MA

<https://grovelandma.com>





**Town of Groveland**  
**Office of the Town Administrator**  
183 Main Street  
Groveland, Massachusetts 01834



# MEMO

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**cc:**  
**Date:** January 25, 2024  
**Re:** Pines Recreation Area Pavilion Special Event and Use Permit (#2024-SP3)

Kevin Sweeney on behalf of [ALS Therapy Development Institute](#) is looking to reserve the Pavilion at the Pines Recreation Area for the Tri-State Trek on June 22, 2024 from 8:30am to 2pm.

The Tri-State Trek is a fully supported two-day cycling event that stretches through Massachusetts, Maine, and New Hampshire. It is a fundraising effort dedicated to advancing ALS research. There would be three 10 x 10 pop up tents and the group will be using the location as a rest stop/lunch stop and also using the bathrooms. All food will be pre-packaged.

The recommendation would be that they need to shift the tent locations because the Town is currently working in that specific area for the construction of the tennis/pickle ball courts.

The organization has provided their Certificate of Insurance, and they will also provide the fee for the permit of \$265. If approved, the permit will be #2024-SP3 and a letter of approval will be sent notifying of approval and include reminders for trash pickup and contacts for help with the restrooms, etc.

The Board is being asked to approve Special Event and Property Use Permit #2024-SP3 for ALS Therapy Development Institute to use the Pavilion Area at the Pines Recreation Area on June 22, 2024 from 8:30am to 2pm contingent upon receipt of the permit fee.



**From:** [Booking system](#)  
**To:** [Rebecca Oldham](#)  
**Subject:** You've received a new booking request!  
**Date:** Tuesday, January 16, 2024 11:56:54 AM

---

You need to approve a new booking Pines Area - Pavilion for: June 22, 2024 08:30 - June 22, 2024 14:00

Person detail information:

**Start Time:**08:30

**End Time:**14:00

**Name of Applicant:**Kevin Sweeney

**Type of Permit:**1

**Person in Charge:**ALS Therapy Development Institute

**Address:**480 Arsenal St Suite 201

**Town:**Watertown

**Zip Code:**02472

**Email:**[ksweeney@als.net](mailto:ksweeney@als.net)

**Phone:**6174417205

**This event is:**:2

**Open to the public?:**1

**Estimated attendance:**250

**Estimated No. of Vehicles:**5

**Parking Plan:**

We will have a van for the rest stop parked near the rest rooms. Any additional vehicles would park near the baseball field in the back. **Type of Event:**

11 **Other Type of Event:**

Charity Bike Ride **All tents and pavilions to be used (size, etc):**

There would be three 10 x 10 pop up tents set up for the rest stop. **Fee Schedule:**

1 **Police Chief Discussion:**

**Fire Chief Discussion:**

**Security Details:**

**Grills/Propane Tanks:**

**Sanitary Facilities:**

**Company Providing the Units:**

**Facilities used:**

**Private Trash Containers:**

**Entertainment License:**

**Raffle Permit:**

**Sales Concessions:**

**Insurance:**

INSURANCE — Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, is required. Some events may require a higher limit of insurance. Each event is evaluated on its risk exposure. The vendor must submit an insurance certificate for all coverage, listing the Town of Groveland as an additional insured, to the Town Administrator's office prior to the event. **Tents:**

TENTS — Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with common means of egress or entrance which are used or intended to be used for the gathering together of ten or

more persons will be required to obtain a permit from the Building Inspector. Organizers are encouraged to have the tent rental company secure necessary tent permits. All tents, regardless of size, must be properly secured or weighted. **Signage:**

Currently a new booking is waiting for approval. Please visit the moderation panel

[https://grovelandma.com/wp-admin/admin.php?page=wpbc&view\\_mode=vm\\_listing&tab=actions&wh\\_booking\\_id=46](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=46).

Thank you, Town of Groveland, MA

<https://grovelandma.com>



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# MEMO

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**cc:**  
**Date:** January 25, 2024  
**Re:** Classification/Reclassification of the Salem Street Dam

---

At previous Board of Selectmen meetings, the Board had inquired whether the Salem Street Dam, Johnson Creek Dam, could be reclassified as a culvert. The request was due to discussions surrounding the improvements required to bring the dam into compliance under the Department of Conservation and Recreation Office of Dam Safety regulations. Members asked that since the dam does not hold back water, is it even a dam? It was also questioned whether the DCR classification as *Significant Hazard* was correct because reports reference the Town Beach, which was the swimming hole at Mill Pond but is no longer in use and has not been for many years. At the meeting on January 16, 2024, the Board asked how we initiate the request to reclassify the dam and asked for this item to be on tonight's agenda.

In my research I found that a dam owner may apply through the Department of Conservation and Recreation Office of Dam Safety to reclassify the hazard determination.

*In accordance with 302 CMR 10.06 (6) Hazard Reconsideration. An owner may at any time request the Commissioner to reconsider the hazard determination. The owner's request must be filed by a registered professional civil engineer, specifying the findings and analyses with which the owner disagrees. The Commissioner will issue a written decision to the owner and the registered professional civil engineer within 30 days of receipt of a request for hazard reconsideration, and such decision shall be final and binding upon the parties.*

## BACKGROUND

Johnson Creek Dam (MA00188) dam impounds Lower Pond. The impoundment is along Johnson Creek, a tributary to the Merrimack River. The original purpose of the Johnson Creek Dam was to impound Lower Pond for use by a mill. Currently, the dam is to provide limited flood control during severe storms. Salem Street passes over the dam embankment.

### Dam Design Details

The dam is an earthen embankment with a concrete weir and corrugated metal pipe (CMP) culvert outlet structure. Johnson Creek Dam has a maximum structural height of approximately 16 feet with a maximum storage capacity of 220 acre-feet. The earthen embankment of the dam is roughly 100 feet long and generally 16 feet high. The crest of the dam consists of Salem Street, a Town-owned paved roadway that is 30 feet in width, as well as a pedestrian sidewalk measuring 5 feet 10 inches in width. There is a stone masonry retaining wall, approximately 79 feet 6 inches in width and 16 feet in height, which forms the downstream embankment. The masonry retaining wall



consists of the CMP culvert outlet and another reinforced concrete pipe (RCP) drainage outlet with a riprap plunge pool.

Therefore, in accordance with Department of Conservation and Recreation Office of Dam Safety classification procedures, under Commonwealth of Massachusetts dam safety rules and regulations stated in 302 CMR 10.00 as amended by Chapter 330 of the Acts of 2002, **Johnson Creek Dam is an INTERMEDIATE size structure.**

Johnson Creek Dam is located upstream of some residential neighborhoods. Failure of the dam at maximum pool elevation may cause loss of life and damage to homes. **Therefore, in accordance with the Department of Conservation and Recreation Office of Dam Safety classification procedures, under Commonwealth of Massachusetts dam safety rules and regulations stated in 302 CMR 10.00 as amended by Chapter 330 of the Acts of 2002, Johnson Creek Dam is classified as a SIGNIFICANT hazard potential dam.**

Relevant DCR regulations pertaining to the definition of a dam and classification of the dam can be found below.

**As defined under 302 CMR 10.00: DAM SAFETY, Section 10.03:**

*Dam Any artificial barrier, including appurtenant works, which impounds or diverts water, and which:*

- a) *is 25 feet or more in height from the natural bed of the stream or watercourse measured at the downstream toe of the barrier, or from the lowest elevation of the outside limit of the barrier, if it is not across a stream channel or watercourse, to the maximum water storage elevation; or*
- b) *has an impounding capacity at maximum water storage elevation of 50 acre feet or more. Any other artificial barrier, including appurtenant works, the breaching of which could endanger property or safety, may be designated by the Commissioner as a dam, and shall be subject to M.G.L. c. 21, § 65 and c. 253, §§ 44 through 48. Dam shall not mean any of the following:*
  1. *any appurtenant works which temporarily impounds or diverts water used on land in agricultural use as defined pursuant to M.G.L. c. 131, § 40;*
  2. *any barrier or appurtenant works which has a size classification of small or low hazard potential classification that is used on land in agricultural use as defined in M.G.L. c. 131, § 40; and*
  3. *any barrier which is not in excess of six feet in height, regardless of storage capacity, or which has a storage capacity at maximum water storage elevation not in excess of 15 acre feet, regardless of height. The Commissioner shall make such determination by taking into consideration factors such as height, type of structure, condition of structure, volume of the impoundment, extent of development downstream, and other factors deemed appropriate by the Commissioner.*

**As defined under 302 CMR 10.00: DAM SAFETY, Section 10.14:**

**HAZARD POTENTIAL CLASSIFICATION TABLE**

- *High Hazard Potential (Class I) Dams located where failure will likely cause loss of life and serious damage to home(s), industrial or commercial facilities, important public utilities, main highway(s) or railroad(s).*
- *Significant Hazard Potential (Class II) Dams located where failure may cause loss of life and damage to home(s), industrial or commercial facilities, secondary highway(s) or railroad(s) or cause interruption of use or service of relatively important facilities.*

- *Low Hazard Potential (Class III) Dams located where failure may cause minimal property damage to others. Loss of life is not expected.*

## **FINDINGS**

After a review of the process and application, the Town would need to hire a consultant to provide documentation through engineering analysis to show that the dam does not meet the thresholds, as determined above.

After an initial discussion with the consultant working on inspection reports, CEI, it was stated that the recent Hydrologic and Hydraulic Analysis showed the current dam condition does not provide the capacity to handle the water flow as required. Therefore, we would need to alter the design to show that the flow of water can be passed through or over the dam without failure occurring. It is my recommendation that we bring in the engineering consultant for further discussion.

As a side, we have also initiated conversations to remove *Town Beach* from future reports. We do not believe that this will be an issue and we also do not believe it would change the hazard classification because the main impact was residential homes and property. Although, we can discuss further with the engineer and see if there is a report that can be generated based on the watershed, and other areas of flood retention, that could potentially prove otherwise.

In the interim, I have spoken with the Office of Dam Safety, and they stated they would be willing to work with the Town to reduce requirements, inspections, etc. as they are aware we have taken the proper steps to remediate the situation and are working towards a resolution.

Internally we have taken steps to place this project on the Transportation Improvement Plan (TIP) for funding, we will also be working to apply for Dam and Seawall Repair Grants.



GROVELAND ELECTION INFORMATION 2024  
LOCAL ELECTION MONDAY MAY 6, 2024  
GROVELAND TOWN HALL 183 MAIN STREET  
7 AM TO 8 PM

ELECTION POSITIONS AVAILABLE

POSITION	TERM
Assessor	3 Year Term
Assessor	2 Year Term
Board of Health	3 Year Term
Board of Library Trustee	3 Year Term
Board of Library Trustee	3 Year Term
Board of Library Trustee	3 Year Term
Board of Selectmen	3 Year Term
Board of Selectmen	3 Year Term
Board of Selectmen	3 Year Term
Cemetery Commission	3 Year Term
Electric Light Commission	3 Year Term
Housing Authority	5 Year Term
Moderator	1 Year Term
School Committee	3 Year Term
Water & Sewer Commission	3 Year Term
Ballot Question	
Vote to Change Assessor from Elected	to Appointed

IMPORTANT LOCAL ELECTION DATES

DATE	EVENT
January 17, 2024	Nomination Papers Available from Town Clerk
March 14, 2024	Last day to obtain Nomination Papers
March 18, 2024	Last day to file Nomination Papers
April 3, 2024	Last day to withdraw Nomination Papers
April 19, 2024	Last day to Register to Vote
Early in Person Voting Schedule	
TBD	

ANNUAL SPRING TOWN MEETING

DR. ELMER S BAGNALL MONDAY, APRIL 29, 2024

REGISTRATION DEADLINE

FRIDAY APRIL 19 LAST DAY REGISTER FOR TOWN MEETING



## BOARD OF SELECTMEN

### Meeting Agenda

**Monday, December 4, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 8, as well as through Zoom virtual meeting software for remote access.

**Present:** Chair Daniel MacDonald, Selectman Edward Watson, Mark Parenteau, Kathleen Kastrinelis

Rebecca Oldham, Town Administrator

**Absent:** Selectman Jason Naves

**CALL MEETING TO ORDER AT 6:30 P.M.:** Chair MacDonald called the meeting to order at 6:30 pm and introduced the Town Administrator and the Board members.

**PUBLIC COMMENT:** *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

- None.

### DISCUSSION & POSSIBLE VOTE:

1. Quick Auto Center Corp, Class II Auto License, Request for Additional Vehicles, *Luciano Quintanilha*:

Patricia R on behalf of Luciano Quintanilha was present and addressed the Board to explain the request. Selectman Watson requested that Town Counsel be asked if a public hearing needs to be held; TA Oldham asked Town Counsel to clarify, and they emailed her today to say they were looking into it. The Board will discuss this again at the next meeting once they can get a response from the Town Counsel.

A motion was moved by Chair MacDonald and seconded by Selectman Watson to table the Quick Auto Center Corp, Class II Auto License, Request for Additional Vehicles.

Voted: 4-0. One absent.

2. Approval of a Property Use Permit for the Bagnall PTA for use of the Town Hall lawn for event on December 10, 2023 from 4pm to 7pm.

TA Oldham reported that they are only looking to use the property for 30-40 minutes and turnout depends on the weather. The event is the Polar Express; they will be stopping at a couple of locations in town.

A motion was moved by Selectman Kastrinelis and seconded by Mark Parenteau to approve the Property Use Permit for the Bagnall PTA for use of the Town Hall lawn for event on December 10, 2023 from 4pm to 7pm. Voted: 4-0. One absent

3. Regular or Special Town Employees in accordance with the Conflict-of-Interest Law, *Elizabeth Cunniff, Town Clerk* (continuation from November 20, 2023 meeting):

Town Clerk Cunniff was present and addressed the Board and reported that the list was resubmitted and noted this list is under the authority of the BOS.

TA Oldham reviewed the list and agreed.

A motion was moved by Chair MacDonald and seconded by Selectman Watson to approve the list as presented by the Town Clerk. Voted: 3-0-1. Selectman Parenteau abstained. One absent.

4. Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant (continuation from November 20, 2023 meeting):

TA Oldham reported that as requested at the last meeting, Town Counsel reviewed this and had no concerns about the agreement itself but did ask to find out what services Groveland would be receiving. TA Oldham sent this back over to the Board of Health and the Health Agent and is waiting for a response; once received Town Counsel will review again.

A motion was moved by Chair MacDonald and seconded by Selectman Parenteau to table the Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant. Voted: 4-0. One absent.

5. Policies and Procedures for Host Communities to Promote and Encourage the Full Participation in the Regulated Marijuana Industry by People from Disproportionately Harmed Communities as Required by Chapter 180 of the Acts of 2022 (continuation from November 20, 2023 meeting):  
TA Oldham reported that she worked with Town Counsel to put together a condensed report for the BOS to review and recommends approving the policy included in the BOS packet tonight. We must come into compliance because we did approve Medical Marijuana. Monetary penalties can be imposed for not complying. The Board questioned what the fine would be; TA Oldham did not know. The original due date was July 1<sup>st</sup> but the regulations were not ready until October; it is not clear what the due date is now. There was concern about the language regarding "streamlining the process." Chair MacDonald requested TA Oldham ask Town Counsel what our expectations are to streamline and what will the fines be. Selectman Watson wanted to know how many communities have already signed on to this. Also, what is the deadline.

A motion was moved by Chair MacDonald and seconded by Selectman Watson to table this. Voted: 4-0. One absent.

6. Vote of the Board of Selectmen to Transfer Surplus Bond Proceeds to Debt Service:  
TA Oldham reported that this is specifically for the Water and Sewer Water Main Project and the Sewer Pump Station repair. If the amount of Bond proceeds is \$50,000 or less the amount the surplus amount can be applied to debt services. The BOS are the approving authority.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau that in accordance with the provisions of MGL Chapter 44 Section 20 the following amounts are hereby transferred to the Towns Debt Service amount, \$18,927.83 representing the surplus amount originally borrowed for the Sewer Water Main Project as part of the towns June 15, 2017 bond issue and \$6,613 representing the surplus amount originally borrowed for the Sewer Pump Station repair as part of the towns January 19, 2012 bond issue. Voted: 4-0. One absent.

7. FY25 Capital Improvement Plan, *Town Administrator*:  
TA Oldham shared a presentation with the Board. TA Oldham has been working on this with the Finance Team. Nine projects totaling \$867,012 were submitted and six projects are being proposed to move forward in the amount of \$378,419. This will be put on the website. There is no action needed on this tonight. TA Oldham requested that the BOS review the plan and submit questions to her.
8. Approve and ratify the contract for Town Administrator Rebecca Oldham for July 1, 2024 through June 30, 2027.  
Chair MacDonald noted the changes.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve and ratify the contract for Town Administrator Rebecca Oldham as agreed to on November 20<sup>th</sup> in Executive Session for a period of July 1, 2024 through June 30, 2027.  
Voted: 4-0. One absent.

#### **APPOINTMENTS OF THE BOARD:**

- None.

#### **APPROVAL OF THE MINUTES:**

9. Board of Selectmen Meeting Minutes September 25, 2023:

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes September 25, 2023.

Voted: 4-0. One absent.

10. Board of Selectmen Meeting Minutes October 23, 2023:

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes October 23, 2023.

Voted: 3-0-1. One Absent. Chair MacDonald abstained.

11. Board of Selectmen Executive Session Minutes November 6, 2023:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Board of Selectmen Executive Session Minutes November 6, 2023.

Voted: 3-0-1. One Absent. Chair MacDonald abstained.

12. Board of Selectmen Executive Session Minutes November 20, 2023:

A motion was moved by Chair MacDonald and seconded by Selectman Parenteau to approve the Board of Selectmen Executive Session Minutes November 20, 2023.

Voted: 4-0. One absent.

#### **TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: We sent out the budget requests they are due on the 15<sup>th</sup>, the Narrative and mission statement, and goals will be due the 31<sup>st</sup>. TA Oldham Read the bill and payroll warrant amounts.

**SELECTMEN'S TIME & REPORTS** *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

**Selectman Parenteau:** Asked for an update on the Elm Park trees.

**Selectman Watson:** Received a couple of calls regarding the lights at Elm Park; they are saying how nice they look and what a nice job that was done. Who is paying for the electricity? TA Oldham responded it is the Groveland Light Department. Reminder that Thursday, December 7<sup>th</sup> is Pearl Harbor Day.

#### **OLD OR UNFINISHED BUSINESS**

Pentucket Regional Agreement Update, *Selectmen Kastrinelis:*

Selectman Kastrinelis: tomorrow night there is an informal group meeting. West Newbury has already submitted changes they want to see in the agreement. The group will want to know if the Groveland BOS is supportive of the changes West Newbury has proposed. The Board reviewed the proposed changes from West Newbury and discussed adding some of their own suggestions. Selectman Kastrinelis will bring forward the suggestions to the informal group meeting.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- None.

## **CORRESPONDENCE**

13. Board of Selectmen Meeting Minutes October 10, 2023:
14. Board of Selectmen Meeting Minutes November 6, 2023:
15. Stephanie Bartelt, Conservation Commission Member awarded Certificate of Achievement for MACC
16. Correspondence from West Newbury Board of Selectmen concerning Whittier School Building Project

## **ADJOURNMENT:**

A motion was moved by Selectman Watson and seconded by Chair MacDonald to adjourn the meeting. Voted: 4-0. One absent.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 18, 2023, at 6:30PM.*

*Respectfully submitted,*

*Katherine T. Ingram*



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, December 18, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 8, as well as through Zoom virtual meeting software for remote access.

**PRESENT:** Chair Daniel MacDonald, Selectmen Edward Watson, Mark Parenteau, Kathleen Kastrinelis  
Jason Naves ~ participated remotely ~ all votes taken via roll call vote  
Rebecca Oldham, Town Administrator

**CALL MEETING TO ORDER AT 6:30 P.M.:** Chair MacDonald called the meeting to order at 6:30 pm and introduced the members of the board and the Town Administrator.

**PUBLIC COMMENT:** *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

- None.

### DISCUSSION & POSSIBLE VOTE:

1. Quick Auto Center Corp, Class II Auto License, Request for Additional Vehicles, *Luciano Quintanilha*:

Patricia R., on behalf of Luciano Quintanilha was present and addressed the Board. They are requesting twenty spaces. The cars in the spaces will be for sale. Patricia noted that since they took over the property, they have been cleaning up the property.

TA Oldham reported that she consulted with Town Counsel and there is no legal requirement to hold a public hearing; the permit is in existence, and they are just looking to amend the permit. Selectman Parenteau felt more cleanup of the property was necessary. Selectman Watson talked about tires that are on the right side of the building and this should be cleaned up. Selectman Naves noted that he has noticed a vast improvement with the property.

A motion was moved by Selectman Kastrinelis and seconded by Chair MacDonald to allow for an increase of the allowable vehicles from display on the license from six to twenty according to the parking plan that was provide.

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; yes, Parenteau; yes, Watson; No.

2. Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant (continuation from December 4, 2023 meeting):

TA Oldham noted that the BOH and the Health Agent came before the Board to discuss this agreement; the Board asked for Town Counsel review. Town Counsel did not see any issues with the agreement itself, but they were looking for a better understanding of what the services would consist of. TA Oldham reached out to Dave Greenbaum and Rosemary Decie and they shared it with their contact at the Mass. Association of Health Boards and are waiting for clarification. Selectman Kastrinelis asked for clarification on a couple of other items.



A motion was moved by Selectman Kastrinelis and seconded by Chair MacDonald to table.

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; yes, Parenteau; yes, Watson; yes.

3. CPC Proposal to Purchase 114 Center Street, *Mike Dempsey*:  
Mike Dempsey, Conservation Commission was present and addressed the Board to share a presentation for informational purposes only. It is proposed to use Open Space designated Community Preservation funds. The Property is appraised at \$220,000; we cannot pay more than the appraised amount.
4. Policies and Procedures for Host Communities to Promote and Encourage the Full Participation in the Regulated Marijuana Industry by People from Disproportionately Harmed Communities as Required by Chapter 180 of the Acts of 2022 (continuation from December 4, 2023 meeting).  
TA Oldham explained that the fine assessments will not take place until after May 1, 2025 and the host community will be fined in an amount equal to the annual total of community host agreements received from all Marijuana establishments operating in the host community during the prior calendar year (we currently have none). The policy has been adopted by many communities, but no information is available as to how many. Town Counsel interpreted the streamlining reference in the policy to mean prompt scheduling and review of social equity applications.

A motion was moved by Chair MacDonald and seconded by Selectman Parenteau to approve the Policies and Procedures for Host Communities to Promote and Encourage the Full Participation in the Regulated Marijuana Industry by People from Disproportionately Harmed Communities as Required by Chapter 180 of the Acts of 2022.

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; no, Parenteau; yes, Watson; yes.

5. FY25 Capital Improvement Plan, *Town Administrator* (continuation from December 4, 2023 meeting):  
Selectman Kastrinelis asked to focus review of the six projects being proposed to go forward and be presented at the upcoming Annual Town Meeting.  
TA Oldham reviewed the six projects that have a total of \$378,419 for FY25. Selectman Watson suggested looking to see if there are ways to fund some of the capital projects with CPA Funds.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau for \$378,419 to fund the Capital Projects as recommended for FY25 in the Capital Plan from the funding sources recommended in the Capital Plan.

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; no, Parenteau; yes, Watson; yes.

#### **APPOINTMENTS OF THE BOARD:**

- None.

#### **APPROVAL OF THE MINUTES:**

6. Board of Selectmen Meeting Minutes October 10, 2023:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes October 10, 2023:

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; yes, Parenteau; yes, Watson; yes.

7. Board of Selectmen Meeting Minutes November 6, 2023

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes November 6, 2023.

**Roll Call Vote:** Naves; abstain, Kastrinelis; yes, MacDonald; abstain, Parenteau; yes, Watson; yes.

**TOWN ADMINISTRATOR'S TIME**

**TA Oldham reported:** the budget requests were sent out to departments and budgets have been submitted; the digital budget books were sent out. TA Oldham reviewed what the budget is beginning to look like; this is early in the budget process – there are many unknown items at this point.

**SELECTMEN'S TIME & REPORTS** *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

**Selectman Kastrinelis:** wished everyone a wonderful holiday.

**Selectman Naves:** thanked the Highway Department, Electric Light Department, Police and Fire for all of their busy work with the recent storm. Selectman Parenteau agreed with Selectman Naves stating that they did an “Awesome Job.” Selectman Watson also agreed adding: Thank you for the “terrific job.”

**Selectman Watson:** asked for an agenda item on the next meeting regarding the Whittier Tech building vote.

**Chair MacDonald:** wished everyone a Merry Christmas. At the next meeting Chair MacDonald would like to revisit the dam conversation.

**OLD OR UNFINISHED BUSINESS**

- Pentucket Regional Agreement Update, *Selectmen Kastrinelis*  
Selectman Kastrinelis provide the definition of enrollment by the state to the Board.

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

**CORRESPONDENCE**

- Housing Production Plan Update- Public Engagement Meeting Tuesday, December 19<sup>th</sup> at 6pm
- Board of Selectmen Meeting Minutes November 20, 2023

**ADJOURNMENT:**

*A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to adjourn the meeting.*

**Roll Call Vote:** Naves; yes, Kastrinelis; yes, MacDonald; yes, Parenteau; yes, Watson; yes.

*The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, January 2, 2024, at 6:30PM.*

*Respectfully submitted,*

*Katherine T. Ingram*