Town of Dunstable Board of Selectmen
Public Meeting with Brattle Development
Meeting Minutes

Tuesday, January 29, 2024

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Erik Hoar, Police Chief, William Farrell, Fire Chief.

The meeting was called to order at 5:00 pm by Chairman Mikol.

Approve Meeting Minutes from 12/20/23 & 1/9/24*

There were not any discussions regarding meeting minutes.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **approve** Meeting Minutes from the January 9, 2024 Select Board Meeting. **The vote was unanimous.**

Economic Development, Land Use and Master Plan Committee Appointments*
Chairman Mikol welcomed the candidates who were interested in serving on one of our newly formed committees.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **appoint** the following residents to the Economic Development Committee for terms to expire on June 30, 2024:

- Kathleen Sniezek
- Nasim Tourigny
- Jon Gerteisen
- Kate McNutt
- Daniel Tully
- Jeff Rosen

The vote was unanimous.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **appoint** the following residents to the On Move to appoint the Land Use Committee for terms to expire on June 30, 2024:

- Henry Fontaine
- Dave Tully III
- Alan Chaney
- Lisa Towle
- Lukas Sturm
- Consuelo Walker
- Erica Flynn

The vote was unanimous.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **appoint** Christina Andriole to the Master Plan Implementation Committee for a term to expire on June 30, 2024
The vote was unanimous.

Following the appointments, Chairman Mikol explained the next steps in the process, which includes getting sworn in by the Town Clerk or Assistant Town Clerk and reviewing the charge for the committee. He also stressed the importance of having officers, thorough meeting minutes, etc. TA Silva stated that initially he and the Town Administrator's office would assist in helping coordinate meetings, with the expectation that the Committee take that over. It's exciting to get these committees off the ground and we look forward to working with everyone.

Police Station Floor Replacement Contract*
The town issued an IFB to replace the floor for the Police Station. We received 5 bids in total, and the lowest bid was almost half of the highest bid. Police Chief Hoar stated that he checked the references and they were highly recommended by everyone he spoke with. Chairman Mikol asked that they are mindful of the asbestos encapsulation in the floor, that can't be disturbed, and was done about 15+ years ago. There were no other questions.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **award** the contract to replace the floor at the Dunstable Police Station to Capital Carpet and Flooring Specialists, Inc. in the amount of $13,855 and authorize the Chair to sign the contract on behalf of the Board. **The vote was unanimous.**

Town Clerk Appointment Request: Chief Hoar to issue detail coverage for 2024 elections*

The Board briefly reviewed the request from the Town Clerk and did not have any further questions or discussion.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes , it was **VOTED** **authorize** the Police Chief to assign police details for the 2024 calendar year elections:
Special Town Meeting - April 2, 2024 - 1 officer - 12pm-8pm
Presidential Primary – March 5, 2024 – 1 officer – 7am – 9pm
Annual Town Election – May 20, 2024 – 1 officer – 12pm –8pm
State Primary Election – September 3, 2024 – 1 officer – 7am – 9pm
State (Presidential Election) – November 5, 2024 – 1 officer – 7am – 9pm
And any special elections that may occur in this calendar year. **The vote was unanimous.**

0 Hall Street Land Donation*
There is a parcel of land on Hall St. that does not look like it's developable, and the landowner would like to donate the land to the Town. Selectman Meehan clarified that all the lots that back up to Alexander Way were declared undevelopable at the time of the development agreement.

Joan Simmons asked if the parcel that this connects to is Conservation Land, Open Space. Vice Chair Basbanes will take a walk through and work with the Conservation Commission to make sure the lot is clear, nothing dumped or abandoned. Once the Conservation Commission walks through the Board will revisit this topic to discuss their findings and next steps.

PFAS Phase 2 Intermunicipal Agreement on Expansion of Water System*

The second phase of the PFAS project is the loop from Route 113 to Kemp St., then from Kemp St. to North St. in Groton and Jersey Street in Pepperell. The initial version of the Phase 2 IMA had the Town of Groton directing the design and construction for Phase 2 from Jersey Street to Kemp Street, but the Town of Pepperell will now be overseeing all of Phase 2. The other clarifying language was included to make it clear that if the Route 113 to Kemp St. connection can't happen due to permit issues or some other unforeseen issues, Pepperell will not continue with the project. The Town of Groton's Select Board was meeting tonight (1/29/24) to review and consider this as well.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes , it was **VOTED** to approve the Intermunicipal Agreement for Water System Expansion related to Phase 2 of the PFAS Mitigation Project at the Groton Dunstable Regional High School between the Towns of Dunstable, Pepperell, and Groton as presented and authorize the Chair to sign the agreement on behalf of the Board of Selectmen. **The vote was unanimous.**

FY25 Budget Review and Discussio0n*

The Advisory Board meeting was called to order by Chairman Lewon at 6:00 PM. In attendance was Jake Lewon, Advisory Chair, Matthew Naughton, Harold Simmons, Clinton Keeney, and Robert Rafferty. Absent was Tim Stewart.

Chairman Mikol acknowledged the attendance of the Dunstable School Committee representatives, Lacey McCabe and Rafael Glod, as well as Sherry Kersey, Finance Director GDRSD, and Laura Chesson, Superintendent GDRSD.

TA Silva reviewed a high-level overview of the recommended FY2025 Operating Budget. The Town's FY25 Operating Budget relies on four major revenue sources: Real Estate Taxes, Local Receipts, State Aid, and Free Cash.

Our Tax Levey is 87% of the Town's revenues and the town will be looking to reduce the operating budget’s reliance on free cash by $100,000 over the next 3 years.

A total of $474,343 of the Town's Free Cash is being used to balance the FY25 budget. Over the last 5 years, the town's reliance on free cash to balance its budget has increased significantly and is not sustainable. There is no guarantee that the free cash used to balance this year's budget will be available for next year's budget expenses. Free Cash should be restricted to paying one-time expenditures such as Capital Requests.

The Regional School Districts assessments are 65% of the Town's overall budget, totaling $9,199,542. Town operations and debt make up the remaining 35% at a total of $4,894,817.

FY25 Town Administrator's Recommended Operating Budget

OVERVIEW OF FY25 OPERATING BUDGET, WHICH IS RELIANT ON A GENERAL OVERRIDE IN THE AMOUNT OF $875,473.

REVENUE WITHOUT OVERRIDE

	FY24	FY25	$ Change	% Change
Tax Levy	$10,685,152	$11,062,281	$377,129	**3.53%**
2 1/2 % Allowed Increase	$267,129	$276,557	$9,428	**3.53%**
New & Amended Growth	$110,000	$110,000	$0	**0.00%**
Excluded Debt	$326,394	$318,070	-$8,324	**-2.55%**
Cherry Sheet Receipts (State Aid)	$379,303	$379,303	$0	**0.00%**
Local Receipts	$749,632	$750,000	$368	**0.05%**
Free Cash for Operating Expenses	$574,343	$474,343	-$100,000	**-17.41%**
Total Revenue	**$13,091,953**	**$13,370,554**	**$278,601**	**2.13%**

EXPENDITURES

	FY24	FY25	$ Change	% Change
General Government	$660,102	$633,755	-$26,347	-3.99%
Public Safety	$1,665,647	$1,768,904	$103,257	6.20%
Schools	$8,292,773	$9,199,542	$906,769	10.93%
Public Works	$911,976	$922,311	$10,335	1.13%
Human Services	$78,382	$79,328	$946	1.21%
Library & Recreation	$307,171	$318,242	$11,071	3.60%
Town Debt Service	$187,693	$179,627	-$8,066	-4.30%
Insurance & Assesments	$955,886	$992,650	$36,764	3.85%
Other (Overlay, Capital and State Fees)	$32,323	$151,667	$119,344	-369.22%
Total Expenditures	**$13,091,952**	**$14,246,027**	**$1,154,074**	**8.82%**
VARIANCE	**$0**	**$875,473**	**$875,473**	**6.69%**

A general override in the amount of $875,473 would be needed to fund the FY2025 budget request.

All new revenue in FY25 Totals $386,925. All available revenue totals $167,581 when considering capital expenses and the reduction of free cash to balance the budget.

The increase of the School District alone is $906,769. This is $739,188 more than all available new revenue and $519,844 more than the total new revenue in FY25.

In the Budget Forecast, FY25 overall budget increases by $1,034,730, FY26 increases by $979,110 and FY27 increases by $908,057.

The GDRSD Assessment to the Town increases by 11.73% in FY25, 10% in FY26, and 8.15% in FY27. Town Operations and Debt increase by 2.68% in FY25, 2.18% in FY26, and 2.53% in FY27.

Approved February 6, 2024

The recommendation is for a three-year, $2,082,365 override to balance the FY25, FY26 & FY27 operating budget.
FY25 - $875k
FY26 - $651k
FY27 - $555k

Estimated mpact to the average single family tax bill based on FY24 tax rate and assessments:
FY25: Average Single Family Tax Bill: $9,936.06 - Increase would be $713.50
FY26: Average Single Family Tax Bill: $10,471.18 - Increase of $535.12
FY27: Average Single Family Tax Bill: $10,993.53 - increase of $462.35

All total, over the 3 year time period, the single family tax bill would increase by an estimated $1,710.97

Advisory Chair Lewon reiterated that this is a warrant article, we can't advocate but we can educate. TA Silva mentioned that we're pretty aggressive in our communications, and we will use the same tools we've been using to continue.
Matt Naughton hopes that residents will engage and read the information that is available to them
Advisory Chair Lewon inquired if we are locked into the numbers that is being presented by the schools.
TA Silva replied that there have not been any reductions since they were last presented.

Harold Simmons asked if there have been any capital reductions by the school district? At this point, Chairman Mikol turned the conversation over to the Sherry Kersey to review her presentation.

Sherry began discussing the major drivers of the Assessment Increase from the GDRSD School District:

Using less E&D ($911K to $500K) $ 400,000
Adding $100K of Full Day Kindergarten Salaries $100,000 -
Anticipated new positions* $ 285,000
Estimated Wages & Salaries Increases $1,930,037
Health Insurance - Active & Retired $ 769,136
Utilities (water usage & PFAS) $ 209,615
Total Major Drivers of Assessment Increase $3,693,788

Superintendent Chesson wanted to be clear that the guidance from the School Committee was to eliminate those fees, however after additional discussions they agreed to reduce those fees over 3 years. The reduction of fees to the parents have not been calculated yet.

The majority of increases are wages and salary increases, and insurance. Selectman Meehan wanted to clarify that this will have a ripple effect moving forward.

Sherry Kersey then reviewed the anticipated new positions for the district

1.0 FTE Grade 2 Teacher (if class size dictates) - $70,000 FloRo

Matt Naugton asked what the classroom ration is at FloRo. Dr. Chesson answered that it's currently 26 per classroom but the optimal class size would be 22 or less.

1.0 FTE Behaviorist Interventionist - $70,000 District

1.0 FTE ELL Teacher (compliance with ratio) - $70,000 District
1.0 FTE Maintenance Position - $62,000 FloRo

Sherry clarified that they had a vacanct maintenance position in 2022 that they did not fill, so they will fill it for the new building.

Is there any expectation that the workload will go down with a new building? Dr. Chesson replied,they will need someone to fill the maintenance position that has experience and the skills needed to operate and maintain the new updated systems in the new building.

0.4 FTE Administrative Assistant (from PT to FT) - $13,000 FloRo
Due to the addition of 125 students and the anticipated increased workload.
Total cost of anticipated new positions - $285,000

Salary projections: as discussed in previous budget updates to the school committee and both towns, the school district is currently negotiating salary and benefits with many groups. This also includes step and lane changes for all collective bargaining units as well as market adjustment considerations for positions covered by individual contracts. Supporting data can be found in the "Groton-Dunstable By the Numbers" presentation on the district website.

Dr. Chesson wanted to bring awareness to what is happening in the Commonwealth in regard to Union Negotiations.

Capital Requests:

- Projects that are upcoming or in progress:
- Move from existing Flo Ro to new Flo Ro
- Ground repair/upkeep for Flo Ro/Middle School campus that may be necessary due to demolition of old building
- New HS stadium field - nurture natural turf planted in the Fall to ensure it is ready for use for this upcoming Fall season
- Managing irrigation at the middle school track and the high school for all fields with limited water supply
- Weatherization measures at Middle School North (part of the recently awarded Green Communities Grant)
- Flooring replacement at Middle School North

FY25 Capital Plan and Funding
New Requests for Capital Funding in FY25

Capital	Budget	Groton	Dunstable
Technology leases	$198,500	$153,202	$45,298
Two (2) 15-passenger vans*	$64,000	$49,395	$14,605
Baseball/Softball Groomer	$25,000	$19,295	$5,702
Designer/Engineer HS Windows	$25,000	$19,295	$5,702
MSN - 8th Grade Bathroom Renovation	$15,000	$11,695	$3,305

MSN - Flooring Replacement (Phase 2)	$55,000	$42,884	$12,116
Total Request	$382,500	$295,766	$86,734

*The district has found that transportation costs for athletics is significant. They are looking to purchase 2 additional 15 passenger vans, which will be less costly.

There are two large projects that need to be undertaken in the near future, but they require additional vetting at this time:

- Wall of Windows replacement at the high school. This could cost upwards of $250,000 by preliminary estimates, however we need a proper study and report prepared prior to requesting project funding.
- Swallow Union roof replacement/major repair. The district will submit a MSBA Accelerated Repair Project application in coordination with the towns once the necessary discussions have taken place regarding funding commitments.

There are other projects that the district has ear marked that need attention.

- Lighting replacement in the common areas at the High School
- LED lighting upgrade at Middle School North and South
- Concrete sidewalk repair and 2 sets of steps at the High School
- Lobby tile repair at the High School
- Ductless A/C installed at Middle School South on second floor
- Potential piloting a EV Charging Station at the Middle School Campus

They are looking for energy efficiency funding for lighting projects and charging stations. Additionally, there are excess funds in the capital revolving fund from savings on prior projects. The school committee will be presented with a request in the late spring to reappropriate unspent funds to fund a number of these requests.

Vice Chair Basbanes asked if there have been any discussions regarding solar, investigating possible grants to offset costs, etc. There have not been any discussions about that at this time.

Erica Flynn asked if anyone has investigated using some of the Technical High Schools to do some of the work that needs to be done. The district said that Nashoba Tech has done a few small projects for the schools like build a shed.

Dr. Chesson states that the district knows that we can't add 1 more dollar to the current proposed budget and that negotiations that are going on today will have to fit within the budget. The district doesn't have any control over rising health insurance costs.
Dr. Chesson also wanted to clarify that if the override passes, she doesn’t want that to be mistaken that there will never be any additional cuts.

Advisory Chair Lewon posed the question, how do we get to a point where we aren't looking for another override in 3 years? Dr. Chesson stated that we've already touched upon and emphasized that 80% of the budget is salaries and insurance. The district didn't have Steps, Lanes before but with the new compensation structure, increases will always be over 2.5%.

Advisory Chair then made the point that with 7% revenue and a 23.2% increase in schools, it's difficult and challenging to try to explain to our residents how we won't have an issue again after 3 years.

Dr. Chesson mentioned some challenges the district faces vs. other surrounding communities: we received $40,000 as part of the Student Opportunity Act, Dracut received $6 million. Surrounding communities are going to be asking for overrides this year including Dracut, Westford, and North Middlesex School District.

Matt Naughton mentioned that 2003 was the last time Groton passed an override for the schools.

Dr. Chesson mentioned some other options they could implement: Bus fees for anyone under 1.5 miles from their school could be charged a bus fee. Athletic fees will be re-looked at but $3.3 million is a lot of money and there is no way to come up with that without impacts.

Erica Flynn mentioned that the Town of Plymouth is having financial issues as well, so a donation account was set up where people could donate to help offset the taxes for seniors and disabled residents. TA Silva said he would reach out to Plymouth to see what they are doing and if it's a viable option for us.

Rob Rafferty asked if we can absorb some of the positions that are retiring with less staff when we rehire. Chesson says it was done last year and that their current practice is to look for those opportunities when someone leaves.

TA Silva stated that we've gone through the budget meeting after meeting, we've worked with the Town of Groton and School District, we've tried hard to get to the numbers as low as possible. We're going to need to work hard to reduce costs and it's going to be difficult to sustain in year 4. There will need to be a variety of efforts to raise revenue and reduce costs. What the town is doing today to save costs helps but will not solve the problem alone

There was a brief discussion regarding 41 Lowell St. and the potential revenue it could create for the Town. Some residents shared concerns about increased costs for public safety with a 156 unit, 55+ community. Chief Hoar stated he has spoken to other communities who have 55+ communities and they have had minimal impacts to their number of calls. Chief Farrell stated it's the same with the Fire Dept, and in fact these buildings will be some of the safest in town due to their construction and sprinkler/fire suppression systems.

Chief Farrell said that he wished people would be as concerned about public safety Townwide today as they are with this project. He also mentioned that recruitment and retention is extremely difficult because people get concerned when they start to hear about cuts and begin to take a step back.

Advisory Chair Lewon brought up a point for consideration regarding the Special Town Meeting and the Annual Town Meeting. The Advisory Committee has discussed presenting the override request to the

Town during the STM/Election united with the Town of Groton and the GDRSD as one override. If that fails, at the Annual Town Meeting, allow the school override to stand on its own. Cover municipal costs, and level fund the schools, and allow the override for the schools to stand on its own.

Matt Naughton shared that he feels like if the override fails it should impact the schools. We came into this working cross functionally with the intention that after a 3-year override, we'd need to continue to come into line so the cycle doesn't continue.

Selectman Meehan stated that people want adequate schools. If we're going to be budgeting 6% per year for teachers, the same should apply for police, for fire, for town employees.

TA Silva shared that we should be thinking about how we want to present the alternative to the override with reductions, etc. at the Special Town Meeting.

Town services are already impacted today and we're feeling the reality of today without our firefighter and police officer. We do have mutual aid, however that extends response time by 5-10 minutes and there will be a time where it's going to be a life or death situation. There are times when life saving techniques need to be used and there is only one person there to provide these services.

Call Special Town Meeting for March 26, 2024 and Open Special Town Meeting Warrant*
Selectman Meehan and the other members had no questions or discussion regarding this item.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes , it was **VOTED to open** the warrant for the Special Town Meeting scheduled for Tuesday, March 26, 2024 at 7 PM on Tuesday, January 30, 2024 and to close the Special Town Meeting Warrant on Monday, February 26, 2024 at 4 PM. **The vote was unanimous.**

Board of Selectmen Quarterly Newsletter – mailing to households*
The Selectmen's Newsletter has been posted to the website and social media. Vice Chair Basbanes wants to know what the desire is to print and mail the newsletter again, previously paid for by the BOS personally. The recommendation is to use ARPA funds this year, and work it into the budget in the next fiscal year. Leah asked for feedback from meeting attendees about how they felt about having it mailed to their house. Her feeling is it's important to have it printed and mailed to every household again. She will cover it personally if we can't find the funds anywhere else. Chief Hoar asked what the cost was previously – it was $950 + $270 for mailing. Printing for this mailing will be more expensive due to the length, $1070 is the estimate. Vice Chair Basbanes called out that there's still a demographic in town that don't get their information online. Dan Tully suggested to mail a post card to let people know the newsletter is available. Dave Tully asked if we've reached out to GRLTHS to see if they would be able to offer some services to the town. Next steps - BOS office will reach out to GLTHS and also investigate postcards.

Town Administrator Report
Roof and Ceiling Repairs at Town Hall

Following the completion of the roof repairs at Town Hall, there was another major storm event and during the storm there was minor leaks from the roof, once again. The contractor responded immediately and, again, worked to identify the cause of the leaks and made repairs. Mike McDonald,

the roofing contractor, again mentioned that the "chimney" was causing the leaks and he would recommend its removal. I have informally shared this information with the Historical Commission, along with pictures of the chimney's condition.

91 River Street

At the last Select Board meeting, as we discussed the Town Hall roof, it was mentioned that the barn's roof at 91 River Street also had a leak. Following the meeting, Mike McDonald met Dave Tully at the property and inspected the roof. He provided a rough estimate of the cost, which he will refine and submit, of between $1,000-$2,000 to complete. Overall, the building is in good shape and we are currently using it for storage so we should make the repairs as soon as the weather allows.

Floor Replacement at the Police Station – IFB Responses

The IFB issued for the replacement of the floor at the Police Station received 5 proposals, the lowest was Capital Carpet and Flooring Specialists, Inc. at $13,855, which is lower than we originally anticipated.

Fire Safety Earmark Reduced by 50% - from $50,000 to $25,000

As you know, the Governor was forced to make mid-year 9C cuts to the state budget caused by lagging state revenues. Unfortunately, this has resulted in the budget earmark secured by Representative Scarsdale for a new Fire Chief's vehicle has been cut in half – from $50,000 to $25,000. We are now working on a plan or options for the Select Board to consider.

Training – OML, COI, Public Records

Thank you to Town Counsel, Brian Falk for providing a comprehensive training on the Open Meeting Law and Conflict of Interest Law. We offered the training in a hybrid format – we had a total of about 25 people participate in the training.

Union Building Reuse Update

In collaboration with NMCOG, the Union Building Rehabilitation Committee conducted a survey to solicit input on reuse preferences and priorities. The Committee is holding a meeting on January 31 and hosting a second public meeting on February 8 to discuss the survey results and update the community on the work of the consultant team.

41 Lowell Street Update

The Planning Board and Affordable Housing Committee hosted a joint meeting to review the LIP Proposal at the Dumont Property. They plan to meet once again, jointly, on February 5 to develop their recommendations to the Board. We also held our technical review meeting on January 24 with a variety of board and committee representatives to allow for an informal review and comment period.

Year in Review

You may have seen, this month we compiled a document reviewing the many initiatives and accomplishments of 2023 and distributed it through the website and social media. Thanks to all the volunteers and employees who contributed to these efforts. It was quite a year!

Community Preservation Committee Receiving Applications

The Chair of the Community Preservation Committee sent an email announcing that they are currently open for funding applications. There are a few options that I have thought of, which include: off road trails feasibility study and engineering; restoration of chimney at Town Hall; and the restoration of the old schoolhouse/Highway Department building.

Mass Trails Grant Application

In addition, I have reached out to NMCOG to discuss the possibility of applying for a Mass Trails Grant to support the off-road trails feasibility study, and requesting CPC funds for the matching (20% local match required). The deadline for the grant is February 1.

Open Space and Recreation Plan

The Town's Open Space and Recreation Plan expires in 2025. Leah has begun the review process and we have submitted the Plan's update to NMCOG as a potential project idea, in the case we require their assistance with the update process and materials and/or applying for a EOEEA grant to support the update.

Performance Evaluation Template

As you know, we have sent you all a template for a performance evaluation that, upon your approval, I'd like to roll out in line with the new fiscal year.

Governor Healey's Municipal Relief Package

The Governor announced her Municipal Empowerment Act which includes some provisions that could benefit the Town. It adds a new 5 percent local option Motor Vehicle Excise surcharge, a fee charged by every city and town on vehicles registered in their communities based on the vehicle's value and also increases the local option meals and hotel/motel tax. Equalizing 30B thresholds for advertised procurements to $100,000 for all municipal purchasing. Establishing central valuation of telecom and utility property through the Department of Revenue's Division of Local Services (DLS) to relieve cities and towns of the cost of individually hiring experts and consultants.

Other State News
In addition to the Municipal Empowerment Act, Governor Healey's budget will include a 3% increase in UGGA/local aid which is good news. They've also announced they were filing a 2-year Chapter 90 authorization which will include an additional $24 million dedicated to rural communities of which we will qualify.

Greater Lowell Health Alliance Meeting
Last week, I had a productive meeting with representatives of the Greater Lowell Health Alliance. I learned a great deal about the organization, what they offer to member communities, and about opportunities to get involved. On a rolling basis, they offer small grant opportunities to communities and on an annual basis, usually at the end of May, have a larger grant program. They also have several task forces where they would welcome our involvement. If you have any ideas for a program, class, seminar that we could provide with grant funding and/or have an interest in serving on one of their task forces, please let me know.

Important Dates
Union Building Public Meeting – February 8 at 6 PM

41 Lowell Street Review Meeting with Planning Board and Affordable Housing Committee – February 5 at 6:30 PM

Items not Reasonably Anticipated by the Chair

Blue Bins - Selectman Meehan would like to put it on a future agenda.

On a **motion** made by Selectman Meehan and **seconded** by Vice Chair Basbanes , it was **VOTED** to adjourn the meeting at 8:12pm. **The vote was unanimous.**

Respectfully Submitted,

Sue Fayne
Executive Assistant to the Town Administrator
and Board of Selectmen