

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, JULY 16, 2026
APPROVED**

Select Board Members Virtually Present: Peter Cunningham, Chair; Becky Pine, Vice Chair; Nick Degaitas Jr., Clerk; Matt Pisani; John Reilly;

Also Virtually Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Katie Kazanjian, Treasurer/Tax Collector; and Tammi Mickel, Principal Assessor.

Ms. Pine, Vice Chair, called the meeting to order at 9:00 AM and reviewed the agenda.

9:00 a.m. Review Open Meeting Law Complaint filed by Patrick Higgins on July 9, 2026, concerning the Board's meeting on June 15 and Review Open Meeting Law Complaint filed by Patrick Higgins on July 9, 2026, concerning the Board's meeting on June 29, 2026.

Ms. Pine explained that the Board received two Open Meeting Law complaints from Patrick Higgins on July 9, 2026, regarding the Board's June 15 and June 29 meetings. All members of the Board received copies of these complaints (See included with these minutes). The complaints allege that the Board violated the Open Meeting Law because the notices for those meetings did not include the names of individuals being considered for appointments to various positions and committees.

Town Counsel has advised that the Open Meeting Law requires meeting notices to include the names of candidates under consideration for appointment, if known at the time the notice is posted. Although the candidates' names were included in the Town Manager's Reports for both meetings and in documents that were part of the Board's meeting packets and posted on the Town website before the meetings, the names must also appear on the meeting notices. Town Counsel has prepared draft response letters, and the Board received copies of those drafts. Ms. Pine stated that if there were no objections, Chair Cunningham would work with Town Counsel to finalize the response letters and submit them to the complainant and the Attorney General's Office. The draft responses explained that the Board acknowledged the Open Meeting Law Violation, ensured that names will be properly posted on meeting agendas, and stated that it believes this addresses the complaint. The letters will be filed with the Attorney General and sent to the complainant, Mr. Higgins. There were no questions or concerns from the Board.

Mr. Cunningham moved to approve the draft response letters and to send them to the complainant and the Attorney General's Office. Mr. Pisani seconded the motion. Roll Call: Cunningham-aye; Pisani-aye; Reilly-aye; Degaitas-aye; Pine-aye.

Mr. Haddad said he would have the Chair sign the proposed letter and submit it to both the complainant and the Attorney General.

The Select Board adjourned at 9:04 a.m.

Respectfully submitted by Kara Cruikshank, Executive Assistant to the Town Manager.