

EXECUTIVE SESSION MINUTES TEMPLATE

Town of Boxborough
Name of Board/Committee
Date:
Time:
Location:

Members Present:
Members Absent:
Others Present:

Upon motion duly made and seconded, it was moved that the (NAME OF BOARD) go into EXECUTIVE SESSION in accordance with M.G.L. Ch 39, Sec. 23B.

The Chair then stated the reason(s) for the Executive Session: (SEE THE REASONS CHECKED)

____(1) To discuss the reputation, character, physical condition or mental health, rather than the professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.¹

____(2) To conduct strategy sessions in preparation for negotiations with non-union personnel, or to conduct collective bargaining sessions or contract negotiations with non-union personnel;

____(3) To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body **and the Chair so declares ...;**

____(4) To discuss the deployment of security personnel or devices;

____(5) To investigate charges of criminal misconduct or to discuss the filing of criminal complaints;

____(6) To consider the purchase, exchange, lease or value of real property, if such discussion may have a detrimental effect on the negotiating position of the governmental body with a person, firm or corporation;

¹ **The individual involved in such Executive Session must be notified in writing at least forty-eight (48) hours prior to such session and is (1) entitled to be present (2) to have counsel or other representative present and (3) to speak in his or her own behalf. Upon the request of the individual involved, no Executive Session shall be held and the meeting shall be held in open session. See G.L.c.39, §§23B(1) and (2).**

____(7) To comply with the provisions of any general or special law or Federal grant-in-aid requirements;

____(8) To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants: provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee or a subcommittee appointed by a governmental body, to consider and interview applicants who have passed a prior preliminary screening;

____(9) To meet or confer with a mediator, as defined in section twenty-three C of chapter two hundred and thirty-three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: (a.) any decision to participate in mediation shall be made in open meeting session and the parties, issues involved and purpose of the mediation shall be disclosed; and (b.) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice as may be required in this section.

The (NAME OF BOARD), during a properly constituted and noticed meeting: VOTED to go into Executive Session:

Roll Call Vote: Y/N/A

Member Name
Member Name
Member Name
Member Name
Member Name

Voting in the Affirmative:

Voting in the Negative:

Abstaining:

The Board / Committee (WILL/ WILL NOT) RECONVENE in Open Meeting after the Executive Session.

Summary of Discussion:

Motion:

Vote:

Roll Call Vote:

Y/N/A

Member Name
Member Name
Member Name
Member Name
Member Name

Voting in the Affirmative:

Voting in the Negative:

Abstaining:

The Board/ Committee, by roll call vote, voted to return to open session/adjourn:

Roll Call Vote:

Y/N/A

Member Name
Member Name
Member Name
Member Name
Member Name

Voting in the Affirmative:

Voting in the Negative:

Abstaining:

Respectfully Submitted,