

Minutes: Boxborough Town Meeting Study Committee: January 11, 2017

Morse/Hilberg Room Boxborough Town Hall

Approved 2/1/2017

1. The meeting was called order at 7:30 am by Susan Bak of the Board of Selectmen (BOS). Present were: Susan Bak, Jennifer Campbell, John Fallon, and Abby Reip
2. The Committee voted unanimously to approve the minutes of the meeting of December 14, 2016.
3. Jennifer is collecting items for the Town Meeting Facebook page. She will be updating it as the May Town Meeting comes closer.
4. "Town Meeting: Something for Everyone" videos:
 - a) Purchasing of new video cameras for the Town is in process.
 - b) Littleton Cable has agreed to loan equipment until the Town of Boxborough's equipment arrives.
 - c) Next step is training from Littleton Cable; goal is to have this done by March 1.
 - d) Goal is to have the videos on multiple channels, e.g. Town website, Facebook, BXB cable, etc.
 - e) The Committee briefly discussed filming assignments.
5. The Committee reviewed and approved with minor changes the Sense of the Meeting motion be put on the May 2017 Town Meeting to see what the attendees thought about moving Boxborough Town Meeting to the second Monday in April. Susan will forward to the Town Administrator.
6. The Committee reviewed long and short versions of the "Presentation Guidelines". The group decided to go with the short version. If there are any comments members should get them to Jennifer in the very near future.
7. John briefly discussed the "Town Meeting Time Guideline" handout from last November. He will re-circulate and Jennifer will edit. If there are any comments members should get them to Jennifer in the very near future.
8. John will re-circulate the two sample "best practices" town meeting presentations for the Committee to consider before the next meeting.
9. The meeting adjourned at 8:15 am
10. Next meeting: Wednesday February 1 at **7:30 am** at Town Hall.

Respectfully submitted,

John Fallon
Secretary