



**TOWN OF BOXBOROUGH
PUBLIC MEETING
Meeting Minutes**

**Boxborough Policy Advisory Committee (“PAC”; “Committee”)
January 21, 2020
7:39 PM
Boxborough Town Hall 29 Middle Road: Grange Room**

Approved January 22, 2020

Members Present: Susan Bak (*), Jennifer Campbell, John Fallon

Members Absent: None

Others Present:

- a) 4 other members of the Boxborough Select Board (BSB): Wes Fowlks, Les Fox; Maria Neyland, Robert Stemple (*) Susan is also a member of the BSB
- b) Ryan Ferrara Town Administrator; Sean Donahue Assistant Town Administrator
- c) Gary Kushner, Rebecca Neville, Boxborough Finance Committee
- d) Jennifer Barrett, Town Accountant; Paul Fillebrown, Fire Chief
- e) Megan Connor, Recreation Commission
- f) Jeanne Kangas, Robin Lazarow of Boxborough (8:05 PM)
- g) Anne Canfield Council on Aging (8:18 PM)
- h) Unidentified staff member of Littleton Cable TV

1) The meeting of the PAC was called to order at 7:39 PM by Susan. She noted that the PAC was holding an open meeting in conjunction with the BSB in an abundance of caution [due to the Open Meeting Law complaint against PAC].

2) Susan introduced John to present the last policy that needed BSB approval.

3) John presented the proposed Membership and Activities of Appointed Town Boards Policy that included revised language relating to quorum and associate/alternate members as directed by the BSB at its last meeting. Select Board Chair Neyland reported that she had communicated earlier in the day with John about her concerns with the removal from office section of the policy. [Note: John did not share this conversation with other members of the Committee to avoid any potential for an Open Meeting Law violation.] She distributed to the BSB the first pages of the Council on Aging and Finance Committee by-laws that John had given her which detailed their provisions for removal. John and Jennifer answered questions. Rebecca Neville made comments from the audience. The BSB, including Susan, deliberated at length and created new language for the removal from office section. The BSB voted unanimously to approve the Policy with amendments. The PAC will do the necessary administrative work to put the Policy, as approved by the BSB, in final form and have it posted on the Town's website.

4) Susan presented the Policy Advisory Committee Final Report (attached) to the BSB and briefly discussed the PAC's activities:

a) 63 documents reviewed in total.

b) 33 existing policies revised and approved by the BSB (including tonight)

c) 12 new policies developed and approved by the BSB

d) 3 policies deferred for action during calendar 2020 sometime after the May 2020 Town Meeting.

Susan has distributed by e-mail an alphabetical list of the 48 policies in advance of the meeting. She noted that the Final Report includes the recommendation that the Select Board appoint a committee in the late Spring of each year to conduct an annual review of those policies affected as a result of actions taken at Annual Town Meeting and/or any other factors which may surface over the prior year.

5) On behalf of the Board, BSB Chair Neyland thanked the Committee for its work. She asked Susan if the Committee was going to disband. Susan responded that decision would be made at the Committee's next posted meeting on January 22.

6) It was moved, seconded and voted unanimously to adjourn the PAC meeting at 8:20 PM. (Jennifer moved; John seconded).

7) List of Exhibits used

a) Overview of policies to be discussed

b) PAC approved Membership and Activities of Appointed Town Boards Policy dated January 8

c) First page of the Boxborough Council on Aging by-law

d) First page of the Boxborough Finance Committee by-law

e) Alphabetical list of 48 Boxborough and Select Board policies

f) PAC final report

Respectfully submitted
John Fallon
Clerk

NOTE: Jennifer and John left the room and building.

Policy Advisory Committee

Final Report

January, 2020

The Policy Advisory Committee was appointed by the Select Board on July 8, 2019 as an ad-hoc committee charged with reviewing existing policies and developing new policies as needed, with the goal of creating consistency.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort and in fairness to all concerned, the committee engaged subject matter experts and stakeholders to weigh-in on new and revised policies as needed.

The committee met 23 times. We reviewed 63 existing documents, some of which were duplicates, while others were deemed procedures and not subject to a policy review. We made suggested revisions to 33 policies, developed 12 new policies and deferred 3 policies for further review after ATM 2020.

The committee met with the Select Board 12 times. As of this writing, 44 policies were approved.

The committee appreciates the engagement and support of the Town Administrator, the Town Clerk, Cheryl Mahoney, Karen Guzzardi, the Personnel Board, the Chief of Police, the DPW Director, the Library Trustees and all the Boards, Committees and Commissions involved in this process.

Recommendations

The Policy Advisory Committee recommends that the Select Board appoint a committee in the late Spring of each year, to conduct an annual review of those policies affected as a result of actions taken at Annual Town Meeting and/or any other factors which may surface over the prior year.

Respectfully submitted,

Susan Bak, Select Board member
Jennifer Campbell, Member at Large
John Fallon, Town Moderator

January 14, 2020