

**Minutes: Boxborough Town Meeting Study Committee: February 1, 2017**

Morse/Hilberg Room Boxborough Town Hall

Approved 2/20/2017

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, Jeanne Kangas, and Abby Reip
2. The Committee voted unanimously to approve the minutes of the meeting of January 11, 2017.
3. Jennifer is collecting items for the Town Meeting Facebook page. She will be updating it as the May Annual Town Meeting comes closer.
4. "Town Meeting: Something for Everyone" videos:
  - a) The new video cameras for the Town have been purchased; just waiting for tripods to come in to start filming
  - b) Abby and Susan went to Littleton Cable for training; Kirby Dolak was really helpful.
  - c) Goal is to have most of the filming done by February 28; Kirby volunteered to sit in on the first taping to give aid and advice.
  - d) Plan is to have the videos on multiple channels, e.g. Town website, Facebook, BXB cable, etc.
  - e) The Committee briefly discussed filming assignments.
5. Jeanne reported that the new Town Meeting lawn signs have been ordered. Cost was under \$300.
6. The Committee reviewed the slow sales of food at the STM and discussed PR for refreshments at the May ATM.
7. The Committee did a final review of the "Presentation Guidelines" and approved with very minor changes. Jennifer will distribute the final version to the Committee and John will give to the Boxborough Leadership Forum (BLF) and other ATM presenters in February and April.
8. The Committee did a final review of Jennifer's version of the "Time Guidelines" and approved with one minor change. Jennifer will distribute the final version to the Committee and John will give to the BLF and other ATM presenters in February and April.
9. The Committee discussed the two sample "best practices" town meeting presentations that had been distributed. Jennifer had put together a "best practices presentation template" which the Committee reviewed. Jennifer will circulate the final template before the next meeting. John will give to the BLF and other ATM presenters in February and April.

10. The Committee reviewed and approved with minor changes the Sense of the Meeting motion be put on the May 2017 Town Meeting Warrant to see what the attendees thought about moving Boxborough Town Meeting to the second Monday in April. Susan and John will bring to the BLF tonight (February 1).

11. The Committee reviewed Susan's cumulative "Summary of items discussed re: Town Meeting".

12. Susan reviewed recent guidance from the Town Clerk about what constituted "deliberations" under the open meeting law and what could and could not be done by e-mail.

13. The meeting adjourned at 8:10 am

14. Next meeting: MONDAY February 20 at **8:00 am** at Town Hall.

Respectfully submitted,

John Fallon  
Secretary