

Minutes: Boxborough Town Meeting Study Committee: April 4, 2017

Morse/Hilberg Room Boxborough Town Hall

Approved 4/18/17

1. The meeting was called order at 7:35 am by Susan Bak of the Board of Selectmen (BOS). Present were: Susan Bak, Jennifer Campbell, John Fallon, Jeanne Kangas. Absent was Abby Reip
2. The Committee voted unanimously to approve the minutes of the meeting of February 20, 2017.
3. "Town Meeting: Something for Everyone" videos
 - a) Almost all of the videos have been taped. There is plenty of material even if the last few don't get done.
 - b) Selected videos will be posted on the Town Website and BXB TV.
 - c) Susan has asked Kirby Dolak of Littleton Cable to splice together selected videos for a "loop" to be shown on BXB TV and before Town Meeting.
4. Facebook Page: Jennifer
 - a) Jennifer distributed by e-mail a week by week program for putting videos on Facebook. The Committee highly approved. First videos went up Facebook yesterday.
 - b) There will be teaser on Facebook to the videos.
 - c) As a matter of privacy, the videos will not be "tagged" with the speaker(s) Facebook profiles, although speakers will be able to tag themselves and share the videos.
 - d) The Committee agreed that the Town Meeting Facebook page is for information purposes and active debate will not be allowed.
5. Twenty Town Meeting lawn signs have been ordered. The Committee identified potential locations.
6. Jeanne presented a draft of an "Attend Town Meeting" bookmark to be put at the Library. The Committee approved. Jennifer will make some minor format changes and will take the final book mark to the Town Librarian to ask permission to distribute. [Post meeting note: not only did the Librarian agree to distribute but also offered to do the printing.]
7. Print Campaign
 - a) John discussed the past efforts which were (i) a "Pre-town Meeting Forum" notice in the Beacon and (ii) a longish Letter to the Editor from the BOS and Moderator in the Beacon the week before the Meeting.
 - b) Additionally this year there will be a short "Come to Town Meeting" article to run multiple times in the Beacon and Action Unlimited. John will draft for the next meeting.
8. Jennifer reported that the PTF/Chatter items will be ready to go when the time is right.
9. Jeanne confirmed that the BCTrust will provide refreshments for the TM.

10. John informally reviewed the draft warrant with the Town Administrator on March 20 for clarity. Jennifer and John will try to informally review the “final” warrant if there is time in advance of its printing.

11. The Presentation Guidelines, Time Guidelines, and TM Presentation Template were sent to the Boxborough Leadership Forum (BLF) on February 3. The Town Administrator resent these to the BLF on March 30 with a change in deadline for getting presentations to Town Hall of April 26 (versus April 28).

12. The Committee re-confirmed that it did not feel that babysitting was a proper function of the Town per se. If other groups wanted to run such programs it would be great.

13. Before the meeting John had distributed to the Committee copies of (i) 2017 Town Meeting Flyers and Sales Policy, (ii) Town Meeting (reference) Guide for Residents and (iii) Town Meeting Process handout. The Committee made some suggestions. Jennifer and Susan will collaborate on the final “Flyers” policy; John will distribute to the BLF. The Town Administrator will produce the final Guide which will be printed as part of the Warrant. Jennifer will produce the Final “Process” which will be distributed to voters as they check in to Town Meeting.

14. The Committee discussed the idea of having 5-10 large print copies of the warrant available at the Library and a like number at Town Meeting. Susan will follow up with the Town Administrator.

15. For the next Committee meeting Susan will update her cumulative Summary Report. The idea is to use this as a Committee Report to the May Town Meeting rather than deliver a formal oral Report under Article 2.

16. The meeting adjourned at 8:35 am

17. Next meeting: **TUESDAY April 18 at 7:30 am** at Town Hall.

Respectfully submitted,

John Fallon
Secretary