

Minutes: Boxborough Town Government Study Committee: July 31, 2017

Morse/Hilberg Meeting Room Town Hall Approved 8/7/17

1. The meeting was called to order at 7:30 am by Susan Bak Chair of the Committee. Present were: Susan Bak, Sheila Bauer, Thom Begin, Jennifer Campbell, John Fallon, Hugh Fortmiller, Nancy Settle-Murphy, and Bob Stemple
Absent: Selina Shaw
2. The Committee reviewed the Minutes of the July 24, 2017 meeting and voted unanimously to approve them.
3. The Committee formally accepted final document outlining the Roles, Responsibilities and Tasks ("RR&T") of the Boxborough Board of Selectmen.
4. The Committee extensively reviewed the third draft of the PowerPoint presentation of the Committee's work and conclusions. The presentation will include a number of "addendum" slides. In addition to the main presentation Jennifer is putting together extensive speakers' notes.
5. The Committee decided at the last meeting that, in addition to the RR&T document and the PowerPoint presentation, there should be a brief Committee Report in narrative format. John had distributed a version prior to the meeting but there was not time to discuss it today. He will distribute an updated version incorporating comments from the PowerPoint review to the Committee.
6. The Committee agreed that there should be "binders" prepared for the BoS for distribution when the Committee's report is presented. This would include:
 - a) Boxborough Board of Selectmen Roles, Responsibilities and Tasks ("RR&T")
 - b) Committee PowerPoint Presentation
 - c) Committee Report
 - d) Organization charts: 1999-2006; 2007-2018; proposed
 - e) MGL description of Strong versus Weak Police and Fire chiefs
 - f) Other ?
7. The working goal is to present the Committee's report to the Board of Selectmen on Monday September 11 with a back-up date of Monday September 25.
8. The meeting adjourned at 8:45 am
9. Next meeting: MONDAY August 7 at 7:30 am at Town Hall.

Respectfully submitted,

John Fallon
Clerk