

Minutes: Boxborough Town Government Study Committee: August 21, 2017

Morse/Hilberg Meeting Room Town Hall Approved 9/1/2017

1. The meeting was called to order at 7:30 am by John Fallon, Clerk of the Committee. Present were: Thom Begin, Jennifer Campbell, John Fallon, Hugh Fortmiller, Nancy Settle-Murphy, Selina Shaw, and Bob Stemple

Absent: Susan Bak, Sheila Bauer

2. The Committee reviewed the Minutes of the August 7, 2017 meeting and voted unanimously to approve them.

3. The Committee extensively reviewed the third draft of the Committee's Final Report. John will distribute the final draft incorporating the comments for acceptance at the next meeting.

4. The Committee reviewed the BoS organization charts for the "past, present and future". There will be discussion at the next meeting on how to use these.

5. The Committee reviewed and made minor comments on fifth draft of the PowerPoint presentation of the Committee's work and conclusions including the speakers' notes. Jennifer will prepare the final version for acceptance at the next meeting.

6. The Committee had agreed on August 7 that there should be "binders" prepared for the BoS for distribution when the Committee's report is presented. This would include:

- a) Committee Final Report
- b) Committee PowerPoint Presentation
- c) Boxborough Board of Selectmen Roles, Responsibilities and Tasks ("RR&T")
- d) Organization charts: 1999-2006; 2007-2018; proposed
- e) MGL description of Strong versus Weak Police and Fire chiefs
- f) Other ?

No discussion of the binder contents took place at this meeting due to time constraints.

7. The plan is to present the Committee's report to the Board of Selectmen on Monday September 11.

8. The meeting adjourned at 9:00 am

9. Next meetings:.

FRIDAY September 1 at 7:30 am at Town Hall (wrap-up meeting).

MONDAY September 11 at 6:45 PM at Town Hall

(Presentation to BOS shortly after 7PM)

Respectfully submitted,

John Fallon
Clerk