

**Minutes: Boxborough Town Meeting Study Committee Meeting: August 31, 2016**

Morse/Hilberg Room Boxborough Town Hall

Final September 14, 2016

1. Meeting was called order at 8:05 am by Susan Bak of the Board of Selectmen (BOS). Present were: Susan Bak, Jennifer Campbell, John Fallon, Jeanne Kangas, and Abby Reip. Absent: None
2. The Committee voted unanimously to approve the minutes of the meeting of August 16, 2016.
3. The Committee confirmed logistics for its table at the Harvest Fair on September 10 as noted in the August 16 minutes. Susan has confirmed with the Police Chief that he will have his own booth at Harvest Fair to urge people to sign up cell phones for CodeRed (aka reverse 911) and Nixle.
4. Abby distributed a final draft of the survey to the Committee for review. The Committee adopted it after some changes. Abby will circulate the final version to the Committee.
5. The plan is to distribute the survey:
  - a) In hard copy at the Harvest Fair: Jeanne will provide yellow paper; John will make copies.
  - b) On-line through the Town website: Abby and Jennifer will talk to the Town Clerk.
  - c) In hard copy with the November 1 tax bill: Susan will talk to Town Hall staff.
  - d) In hard copy at the Library: Jennifer will talk to Library staff; Jeanne will provide green paper.
  - e) In hard copy at the potential December 12 Special Town Meeting: John will talk to Town Hall staff.
6. The Committee intends to publicize the survey with letters/articles in the Beacon and Action Unlimited. Jennifer distributed a final draft letter to the editor of the Beacon to the Committee for review. The Committee adopted it after some changes. Jennifer will send to the Beacon this afternoon with a request to have it run September 8.
7. Jennifer will try to get publicity for the survey using the Blanchard School and Acton Boxborough Junior High and Senior High electronic parent channels.
8. Jeanne distributed final draft of a Harvest Fair handout on 4 "Interesting and Unusual Happenings at Annual Town Meeting" for review. The Committee adopted it after some changes for use at the Harvest Fair. The Committee also discussed ideas for future additions as this historical topic is a work in progress.
9. The Committee postponed discussed of ideas to attract people to Town Meeting to a future meeting.
10. The meeting adjourned at 9:15 am

11. Next meeting: Wednesday September 14 at 8:00 am at Town Hall.

Respectfully submitted,

John Fallon  
Secretary