

**Town Meeting Study Committee
Notice of Public Meeting**

Date **January 11, 2017**
Time **7:30 AM**
Place **Boxborough Town Hall**

Agenda

Review and vote the minutes of the last meeting of December 14, 2016

Pending Initiatives

Facebook page ✓ Short blurbs about the budget and articles ✓ Interesting facts	Jennifer
Videos: Town Meeting, Something for Everyone ✓ Identify residents ✓ Get camera equipment ✓ Get trained on equipment ✓ Schedule video taping ✓ Edit for Facebook	All
Signage ✓ Follow w/ Town Clerk to order 20 signs. ✓ Pay under BoS budget	Jeanne
PTF/School Notice/Weekly Chatter	Jennifer
Sense of the meeting warrant article	John
Food/desserts ATM: publicize	Jeanne
Review Warrant prior to going to print: ✓ to ensure basic questions are answered in the summary	John, Jennifer
Presentation Guidelines ✓ Finalize long version ✓ Review short version ✓ Create Powerpoint	
Update Summary report for ATM as a handout	Susan

Other

Date of next meeting