

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

**Date**            **February 1, 2017**  
**Time**            **7:30 AM**  
**Place**           **Boxborough Town Hall**

**Agenda**

Review and vote the minutes of the last meeting of January 11, 2017

**Pending Initiatives**

<b>Facebook page</b> ✓ Short blurbs about the budget and articles ✓ Interesting facts	<b>Jennifer</b>
<b>Videos: Town Meeting, Something for Everyone</b> ✓ Identify residents ✓ Get camera equipment ✓ Get trained on equipment ✓ Schedule video taping ✓ Edit for Facebook, Town Website and BXB TV	<b>All</b>
<b>Signage</b> ✓ Follow w/ Town Administrator to order 20 signs. ✓ Pay under BoS budget	<b>Jeanne</b>
<b>PTF/School Notice/Weekly Chatter</b>	<b>Jennifer</b>
<b>Food/desserts ATM: publicize</b>	<b>Jeanne</b>
<b>Review Warrant prior to going to print:</b> ✓ to ensure basic questions are answered in the summary	<b>John, Jennifer</b>
<b>Presentation Guidelines</b> ✓ Finalize short version ✓ Review and finalize "Time Guidelines" for TM ✓ Samples of Power-point presentations	
<b>Update Summary report for ATM as a handout</b>	<b>Susan</b>

**Other**

- Discuss "deliberations" under Open Meeting Law
- Date of next meeting