

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

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, Town Website and BXB TV	All
Signage ✓ Follow w/ Town Administrator to order 20 signs. ✓ Pay under BoS budget	Jeanne
PTF/School Notice/Weekly Chatter	Jennifer
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 short version ✓ Review and finalize "Time Guidelines" for TM ✓ Samples of Power-point presentations	
Update Summary report for ATM as a handout	Susan

Other

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