

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

Date **February 20, 2017**
Time **8:00 AM**
Place **Boxborough Town Hall**

Agenda

Review and vote the minutes of the last meeting of February 1, 2017

Pending Initiatives

Facebook page ✓ Short blurbs about the budget and articles ✓ Interesting facts	Jennifer
Videos: Town Meeting, Something for Everyone ✓ Review progress of video taping ✓ 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 ✓ Short version finalized ✓ "Time Guidelines" for TM completed ✓ Finalize Power-point templates	
Update Summary report for ATM as a handout	Susan

Other

- Date of next meeting