Town Government Study Committee
Notice of Public Meeting

Date: **March 3, 2017**
Time: **7:00 AM**
Place: **Boxborough Town Hall**

Agenda

- Review and vote the minutes of the last meeting: February 15, 2017

Prior Town Government Studies • Over view	**John/Selina**
Comparative Towns report • Is there any other information we need to capture?	**Susan**
Develop survey and/or interview questions for internal employees • What works? • What doesn't work? • What needs to be fixed? **Discuss how the survey/interviews will be conducted** • Who is being interviewed • Monkey survey • In-person interviews **Discuss and Finalize interview questions** **Develop process for survey/interviews** **Assign tasks to committee members**	**Nancy/Sheila**
Develop interview questions for Strong TA's and department heads from other Towns • What do we want to learn from those interviews? • Discuss and finalize interview questions • Create process for scheduling interviews • Assign teams to conduct interviews	**John, Jennifer and Tom**
Other initiatives • **Codify Liaison responsibilities** • **Interview Boxborough Selectmen who worked under a Strong TA** o How did they interact with department heads? • **Other ideas, initiatives**	**Not assigned**
Date of next meeting	