

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

Date **April 4, 2017**
Time **7:30 AM**
Place **Boxborough Town Hall**

Agenda

Review and vote the minutes of the last meeting of February 20, 2017

Pending Initiatives

Videos: Town Meeting, Something for Everyone ✓ Wrap up video taping ✓ Get videos to Kirby Dolak to splice together ✓ Facebook, Town Website and BXB TV	Susan/Abby
Facebook page ✓ Create a calendar for scheduling FB posts a. Short blurbs about the budget and articles b. Interesting facts c. Video	Jennifer
Signage ✓ Identify locations for signs (all) ✓ Who distributes signs?	Jeanne
Marketing ✓ Create bookmarks for distribution at Library ✓ Print media campaign	Jeanne/Jennifer John
PTF/School Notice/Weekly Chatter	Jennifer
Food/desserts ATM: publicize	Jeanne
Review Warrant prior to going to print on April 3rd ✓ To ensure basic questions are answered in the summary	John, Jennifer
Update Summary report for ATM as a handout	Susan

Other

- Date of next meeting