



**TOWN OF BOXBOROUGH  
PUBLIC MEETING  
Meeting Minutes**

**Boxborough Policy Advisory Committee (PAC; Committee)**

**January 2, 2020**

**1:02 PM**

**Boxborough Town Hall 29 Middle Road: Morse/Hilberg Room**

Approved January 8, 2020

Members Present: Susan Bak, Jennifer Campbell, John Fallon

Members Absent: None

Others Present: Ryan Ferrara, Town Administrator (entire meeting)

- 1) The meeting of the PAC was called to order at 1:02 PM by Susan.
- 2) John distributed an e-mail dated December 18, 2019 from Selectmen Fowlks to John as Clerk of the PAC related to the Social Media Policy
- 3) Jennifer distributed a draft Social Media policy. She noted that the draft policy reflected the “one-way communication” approach for both Town staff and committees requested by the majority of the Select Board (BSB) and Town Administrator. The Committee discussed Select Board member Fowlks’ e-mail and the tension of social media use, and misuse, as it is advancing versus State Law and regulations on Open Meeting Law and Public Records. It was voted unanimously to approve the Policy with a minor amendment (John moved; Susan seconded). This will go to the BSB on January 6.
- 4) Susan distributed by e-mail the overview for the BSB meeting on January 6, 2020. There will be 8 policies going to the BSB meeting on January 6, 2020:
  - a) Social Media Policy
  - b) Mobile Devices Use and Safety Policy
  - c) Membership and Activities of Appointed Town Boards Policy
  - d) Fire Station Sign Board Use Policy
  - e) Verification of Employment and Incoming Reference Checks Policy
  - f) Revision to Flag Flying Policy
  - g) Revision to Senior Tax Work-off Policy
  - h) Revision to Veterans Tax Work-off Policy
- 5) Ryan discussed the BSB agenda for January 6 that was issued earlier in the day. There are currently 7 policies on the Agenda; he will add the Social Media Policy.

6) As background to the BBS discussion of the Membership and Activities of Appointed Town Boards Policy John distributed the first page of the Boxborough Finance Committee By-law; first page of the Boxborough Council on Aging By-law, and the Town of Boxborough Residency Requirement By-law.

7) Current posted PAC meeting date is: Wednesday January 8, 2020 at **10:00 AM** at Boxborough Town Hall.

Note: In an abundance of caution the Committee will also post a meeting in conjunction with the BSB meeting on January 6, 2020.

8) It was moved, seconded and voted unanimously to adjourn the PAC meeting at 1:38 PM. (Jennifer moved; John seconded).

9) List of Exhibits used

a) E-mail dated December 18, 2019 from Select Board member Fowlks to John Fallon as Clerk of the PAC related to the Social Media Policy

b) Draft Social Media Policy

c) Final PAC overview for the BSB meeting January 6, 2020

d) First page of the Boxborough Finance Committee By-law

e) First page of the Boxborough Council on Aging By-law

g) Town of Boxborough Residency Requirement By-law

Respectfully submitted  
John Fallon  
Clerk