



**TOWN OF BOXBOROUGH
PUBLIC MEETING
Meeting Minutes**

Boxborough Policy Advisory Committee (PAC; Committee)

January 8, 2020

10:00 AM

Boxborough Town Hall 29 Middle Road: Grange Annex Room

Approved January 22, 2020

Members Present: Susan Bak, Jennifer Campbell, John Fallon

Members Absent: None

Others Present: None

- 1) The meeting of the PAC was called to order at 10:00 AM by Susan.
- 2) John distributed draft minutes of the Committee meeting of December 18, 2019. The Committee voted to unanimously approve the minutes as presented (Jennifer moved; Susan seconded).
- 2) John distributed draft minutes of the Committee meeting of January 2, 2020. The Committee voted to unanimously approve the minutes as presented (Jennifer moved; Susan seconded).
- 3) John distributed draft minutes of the “abundance of caution” Committee meeting of January 6, 2020 held in conjunction with the Boxborough Select Board (BSB) meeting. The Committee voted to unanimously approve the minutes with amendments (Jennifer moved; Susan seconded).
- 4) To the best of the PAC’s knowledge, there has not been any activity since the PAC meeting on December 18 related to the November 5, 2019 Open Meeting Law (OML) complaint against the PAC so this topic was not discussed.
- 5) Prior to the meeting, the Town administrator distributed to the Committee by e-mail a letter sent to Mr. Steven Ballard from Ms. Mira Netsky of the Division of Open Government of the Office of the Attorney General of the Commonwealth of Massachusetts dated December 26, 2019 relating to the November 25, 2019 OML complaint. This letter was not discussed. To the best of the PAC’s knowledge, there has not been any other activity since the PAC meeting on December 18 related to the November 25, 2019 Open Meeting Law (OML) complaint against the PAC so this topic was not discussed.

6) To the best of the PAC's knowledge, there has not been any activity since the PAC meeting on December 18 related to the Public Records Request (PRR) filed November 6 so this topic was not discussed.

7) For their information, John distributed to the Committee a letter to the Boxborough Town Clerk from Ms. Kelli Gunagan of the Municipal Law Unit of the Office of the Attorney General of the Commonwealth of Massachusetts dated December 16, 2019 approving, among others, article 45 of the May 13, 2019 Boxborough Town Meeting. He noted that Article 45 was the one directing gender neutral language in the Town's General By-laws and "all other town related documents, policies, and procedures". This letter was not discussed.

8) The Committee briefly reviewed the actions taken by the BSB at their meeting on January 6. Seven policies were approved (see #9); one was sent back for changes (see #10).

9) Susan distributed by email final copies of the 7 policies approved by the BSB on January 6, 2020:

- a) Social Media Policy
- b) Mobile Devices Use and Safety Policy
- c) Fire Station Sign Board Use Policy
- d) Verification of Employment and Incoming Reference Checks Policy
- e) Revision to Flag Flying Policy
- f) Revision to Senior Tax Work-off Policy
- g) Revision to Veteran Tax Work-off Policy

The Committee made minor edits to (a), (b), and (d).

Susan will send these 7 policies to the Town Clerk for posting on the Town's Website.

10) John distributed a draft Membership and Activities of Appointed Town Boards Policy edited along the lines directed by the BSB at their meeting on January 6 in the quorum and a "alternate/associate member" section. After discussion it was voted unanimously to approve the Policy with amendments (Jennifer moved; Susan seconded). This will go to the BSB on January 21. This is the LAST policy that needs BSB approval.

11) Susan distributed by e-mail an updated list and status report of 63 Boxborough and BSB Policies. The PAC made some minor edits.

12) Susan distributed a draft report on PAC activities. The Committee thanked her for doing this.

a) The Committee edited the draft to serve as a PAC report to be included in the Town Report. It was voted unanimously to approve the draft as edited for use in the Town Report (Jennifer moved; John seconded). Since the deadline for the Town Report is in early February, the Committee might edit this report at its next meeting.

b) The Committee edited the draft to serve as the PAC report to be presented at the January 21 BSB meeting. This is the same as in 12 (a) except for the addition of a concluding paragraph recommending to the BSB that they institute a "mini-PAC" process each year in May or June to revise policies to reflect actions at the Annual

Town Meeting and generally keep the policies up to date. It was voted unanimously to approve the draft as edited for presentation to the BSB on January 21 and to authorize Susan, as Chair of the PAC, to make any additional edits she thinks are warranted without discussing them with the Committee. (Jennifer moved; John seconded).

13) The PAC agreed to have its (hopefully last) meeting date on Wednesday January 22, 2020 at **8:00 AM** at Boxborough Town Hall. In an abundance of caution the Committee will also post a meeting in conjunction with the BSB meeting on January 21, 2020. Susan will send notices of both meetings to the Town Clerk for posting.

14) It was moved, seconded and voted unanimously to adjourn the PAC meeting at 10:41 AM. (Jennifer moved; John seconded).

15) List of Exhibits used

- a) Draft minutes PAC meeting of December 18, 2019
- b) Draft minutes PAC meeting of January 2, 2020
- c) Draft minutes PAC meeting of January 6, 2020
- d) Letter to Mr. Steven Ballard from Ms. Mira Netsky of the Division of Open Government of the Office of the Attorney General of the Commonwealth of Massachusetts dated December 26, 2019 relating to the November 25, 2019 Open Meeting Law complaint.
- e) Letter to the Boxborough Town Clerk from Ms. Kelli Gunagan of the Municipal Law Unit of the Office of the Attorney General of the Commonwealth of Massachusetts dated December 16, 2019 approving, among others, article 45 of the May 13, 2019 Boxborough Town Meeting.
- f) Social Media Policy approved by the BSB January 6
- g) Mobile Devices Use and Safety Policy approved by the BSB January 6
- h) Fire Station Sign Board Use Policy approved by the BSB January 6
- i) Verification of Employment and Incoming Reference Checks Policy approved by the BSB January 6
- j) Revision to Flag Flying Policy approved by the BSB January 6
- k) Revision to Senior Tax Work-off Policy approved by the BSB January 6
- l) Revision to Veterans Tax Work-off Policy approved by the BSB January 6
- m) Draft Membership and Activities of Appointed Town Boards Policy
- n) List and status report of 63 Boxborough and Select Board Policies.
- o) Draft Report on PAC Activities

Respectfully submitted
John Fallon
Clerk