



**TOWN OF BOXBOROUGH
PUBLIC MEETING
Meeting Minutes**

Boxborough Policy Advisory Committee (PAC; Committee)

January 22, 2020

8:02 AM

Boxborough Town Hall 29 Middle Road: Morse Hilberg Room

Draft January 22, 2020

NOTE: Since the Committee has disbanded, the Committee will never meet to approve these minutes.

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 8:02 AM by Susan.
- 2) John distributed draft minutes of the Committee meeting of January 8, 2019. 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 21, 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) The Committee briefly reviewed the actions taken by the BSB at their meeting on January 21 where the Membership and Activities of Appointed Town Boards Policy was approved with amendments. This is the last policy that needed BSB approval.
- 5) John distributed the final copy of the Membership and Activities of Appointed Town Boards Policy approved by the BSB on January 21, 2020. The Committee made no edits. Susan will send this policy to the Town Clerk for posting on the Town’s Website.
- 6) John distributed 2 documents that he and Susan had received from Mr. Steven Ballard, the complainant, related to the Public Records Request (PRR) filed November 6. He noted that Susan and he had not discussed together any of these documents.
 - a) E-mail from Mr. Steven Ballard to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 appealing the Town’s response to the Public Records Request dated November 6, 2019.

b) E-mail from Mr. Steven Ballard to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 suggesting a response to the Town's response to the Public Records Request dated November 6, 2019.

The PAC discussed these e-mails briefly; no action was taken. To the best of the PAC's knowledge, there has not been any other activity since the PAC meeting on January 8 related to the PRR.

7) John distributed 2 documents that Susan and he had received from Mr. Steven Ballard, the complainant, related to the November 5 Open Meeting Law (OML) complaint. He noted that Susan and he had not discussed together any of these documents.

a) E-mail from Mr. Steven Ballard to the Open Government Division of the Massachusetts Attorney General's Office dated January 14, 2020 appealing the Town's response to the Open Meeting Law Complaint dated November 5, 2019.

b) E-mail from Mr. Steven Ballard to the Open Government Division of the Massachusetts Attorney General's Office dated January 14, 2020 forwarding to that Office the two e-mails sent to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 related to the Town's response to the Public Records Request dated November 6, 2019. (See 6a and 6b above).

The PAC discussed these e-mails briefly; no action was taken. To the best of the PAC's knowledge, there has not been any other activity since the PAC meeting on January 8 related to November 5 OML complaint.

8) John distributed 1 document that he had received from Mr. Steven Ballard, the complainant, related to the November 25 Open Meeting Law (OML) complaint. This is an e-mail from Mr. Steven Ballard to the Boxborough Town Administrator, Town Clerk, and John dated January 21 stating that Mr. Ballard has no intention of sending the Town's December 11, 2019 response to the November 25, 2019 Open Meeting Law Complaint to the Massachusetts Attorney General's Office for review due to the Committee's efforts to remedy the violations. The PAC discussed this e-mail briefly; no action was taken.

9) Since the last policy was approved by the BSB on January 21, the PAC has no more action items. The Committee voted unanimously to disband (John move; Jennifer second). If the BSB wants any additional action taken on policies, it can appoint a new committee.

10) Since this is the last meeting of the Committee, it will not be possible to approve its minutes and John will need to give the draft to the Town Clerk to post. John distributed a prospective draft set of minutes for the Committee to discuss and edit.

11) It was moved, seconded and voted unanimously to adjourn the PAC meeting at 8:25 AM. (Jennifer moved; John seconded).

12) List of Exhibits used

- a) Draft minutes PAC meeting of January 8, 2020
- b) Draft minutes PAC meeting of January 21, 2020
- c) Membership and Activities of Appointed Town Boards Policy approved by the BSB on January 21
- d) E-mail from Mr. Steven Ballard to Susan and John forwarding Mr. Ballard's e-mail to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 appealing the Town's response to the Public Records Request dated November 6, 2019.
- e) E-mail from Mr. Steven Ballard to Susan and John forwarding Mr. Ballard's e-mail to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 suggesting a response to the Town's response to the Public Records Request dated November 6, 2019.
- f) E-mail from Mr. Steven Ballard to Susan and John forwarding Mr. Ballard's e-mail to the Open Government Division of the Massachusetts Attorney General's Office dated January 14, 2020 appealing the Town's response to the Open Meeting Law Complaint dated November 5, 2019.
- g) E-mail from Mr. Steven Ballard to Susan and John forwarding Mr. Ballard's e-mail to the Open Government Division of the Massachusetts Attorney General's Office dated January 14, 2020 forwarding to that Office the two e-mails sent to the Supervisor of Records of the Massachusetts Secretary of State dated January 11, 2020 related to the Town's response to the Public Records Request dated November 6, 2019. (See 12d and 12e above).
- h) E-mail from Mr. Steven Ballard to the Boxborough Town Administrator, Town Clerk, and John dated January 21, 2020 stating that Mr. Ballard has no intention of sending the Town's December 11, 2019 response to the November 25, 2019 Open Meeting Law Complaint to the Massachusetts Attorney General's Office for review due to the Committee's efforts to remedy the violations.
- i) Prospective draft minutes of the PAC meeting of January 22, 2020

Respectfully submitted
John Fallon
Clerk