

**Minutes: Boxborough Town Meeting Study Committee: April 18, 2017**

Morse/Hilberg Room Boxborough Town Hall

Draft 4/19/17

Post meeting note 5/10/17

1. The meeting was called order at 7:35 am by Susan Bak of the Board of Selectmen (BOS). Present were: Susan Bak, John Fallon, Jeanne Kangas, Abby Reip.  
Absent was Jennifer Campbell
2. The Committee voted unanimously to approve the minutes of the meeting of April 4, 2017.
3. "Town Meeting: Something for Everyone" videos
  - a) Seventeen (17) videos have been taped and are/will be in Facebook circulation.
  - b) Abby will talk to Liz Markiewicz about having selected videos will be posted on the Town Website.
  - c) Abby will talk to Kirby Dolak of Littleton Cable about splicing together selected videos for a "loop" to be shown on BXB TV and before Town Meeting.
4. Facebook Page: from Jennifer
  - a) Facebook page is in full production with new videos being posted on the predetermined schedule.
  - b) "Interesting facts" about past town meetings are also being posted.
5. Twenty Town Meeting lawn signs have been received in Town Hall. Responsibility for posting signs at each specific location was assigned to members of the Committee for posting Tuesday May 2. The person who posts the signs will be responsible for picking them up and returning them to Town Hall.
6. The Town Librarian has printed the "Attend Town Meeting" book mark and Library staff are distributing to patrons.
7. Print Campaign
  - a) The Pre-Town Meeting Forum notice has run in Action Unlimited and sent to the Beacon.
  - b) John distributed a draft of a short "Come to Town Meeting" article to run multiple times in the Beacon and Action Unlimited. The Committee reviewed and made changes.
8. Jennifer will have the PTF/Chatter items will be ready to go when the time is right.
9. Jeanne confirmed that the BCTrust will provide refreshments for the TM.
10. The warrant was informally reviewed for clarity before it went out.
11. The "come to Town Meeting" Robo call will be recorded by Les Fox and sent out by Chief Ryder May 4 and May 7.

12. There will be 5-10 large print copies of the warrant available at the Library and a like number at Town Meeting.

13. Before the meeting Susan distributed a draft of the Committee's Final Report to the May Town Meeting. The Committee reviewed and approved. This will be a handout; the Committee will not deliver a formal oral Report under Article 2.

14. The Report is the final item of business for the Committee. However, it was agreed to hold one last meeting as a post-mortem on the May Town Meeting.

15. The meeting adjourned at 8:20 am

16. Next and last meeting: **TUESDAY May 23 at 7:30 am** at Town Hall.

Respectfully submitted,

John Fallon  
Secretary

**POST MEETING NOTE: The Board of Selectmen voted to dissolve the Committee effective April 30, 2017 so the Committee did not meet on May 23.**

John Fallon  
Secretary