

**Minutes: Boxborough Town Government Study Committee: April 25, 2017**

Morse/Hilberg Meeting Room Town Hall      Approved

1. The meeting was called to order at 7:00 am by Susan Bak Chair of the Committee. Present were: Susan Bak, Sheila Bauer, Thom Begin, Jennifer Campbell, John Fallon, Hugh Fortmiller, Nancy Settle-Murphy, Absent: Selina Shaw, Bob Stemple
2. The Committee reviewed the Minutes of the April 5 meeting and voted unanimously to approve them.
3. Internal Interview Process: Nancy and Sheila
  - a) Sheila and Nancy will try to complete the remaining 2 Selectmen interviews before the next meeting.
  - b) A summary of the results of the interviews to date is being prepared.
4. Interviews with other Towns
  - a) Interviews with Bolton, Harvard, and Stow are scheduled for this week. Littleton will need to wait until after their Town Meeting is finished
  - b) Hugh suggested that the other town TA's also be asked about their BOS liaison roles with Town Committees in addition to Town Department heads. This will be done.
5. Other:
  - a) Boxborough BOS roles: Susan will distribute the Board of Selectmen Rules, Regulations and Responsibilities to the Committee.
  - b) Selina completed the survey of comparative town information.
6. The meeting adjourned at 7:16 am
7. Next meeting: WEDNESDAY May 17 at 7:30 am at Town Hall.

Respectfully submitted,

John Fallon  
Clerk