

**Minutes: Boxborough Town Government Study Committee: May 17, 2017**

Morse/Hilberg Meeting Room Town Hall

Approved 5/31/2017

1. The meeting was called to order at 7:30 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, Selina Shaw  
Absent: Bob Stemple
2. The Committee reviewed the Minutes of the April 25 meeting and voted unanimously to approve them.
3. Internal Interview Process: Nancy and Sheila
  - a) Sheila and Nancy distributed a summary of meetings with the Police Chief, Fire Chief, 2 members of the Finance Committee and 3 members of the Board of Selectmen. The Committee discussed the results at length.
  - b) The Committee decided not to pursue interviews with the remaining Selectmen.
4. Interviews with Town Administrators of other Towns
  - a) Jennifer and John distributed a summary of meetings with the Town Administrators of Bolton, Harvard, and Stow. The Committee discussed the results at length.
  - b) Due to the similarities in the responses, Jennifer and John decided that the Littleton interview, which needed to wait until after their Town Meeting was finished, would be duplicative and need not be done.
5. Other:
  - a) Selina suggested that the Committee might want to look at the Massachusetts Municipal Association job posting website (<https://www.mma.org/municipal-job-opportunities>) to see what jobs are out there and how they are advertised.
  - b) The Committee briefly discussed the role of an Assistant Town Administrator and how the ATA skills needed to be complementary to the TA skills.
6. The main topic of the next meeting will be discussing recommendations and the final report.
7. The meeting adjourned at 9:00 am
8. Next meeting: WEDNESDAY May 31 at 7:30 am at Town Hall.

Respectfully submitted,

John Fallon  
Clerk