

**Minutes: Boxborough Town Government Study Committee: June 19, 2017**

Morse/Hilberg Meeting Room Town Hall      Approved 7/10/2017

1. The meeting was called to order at 7:30 am by Susan Bak Chair of the Committee.  
Present were: Susan Bak, Sheila Bauer, Jennifer Campbell, John Fallon, Hugh Fortmiller, Nancy Settle-Murphy, and Bob Stemple  
Absent: Thom Begin, Selina Shaw  
Others present: Jennifer Barrett
2. The Committee reviewed the Minutes of the June 12 meeting and voted unanimously to approve them after revisions and additions.
3. The Committee reviewed and revised the document outlining the Roles, Responsibilities and Tasks of the Boxborough Board of Selectmen. This was done in light of the conclusions reached at the last meeting that the Town should go back to the 2001 organization where the major department heads (Fire, Police and DPW) report to the Town Administrator and there would be an Assistant Town Administrator. Consensus was reached on almost all items. Jennifer and Nancy left the meeting at this time (8:50 am).
4. The Committee continued to discuss the hiring, progressive discipline, and termination process of the major department heads under a structure where they reported to the Town Administrator and also the possible role of an Assistant Town Administrator.
5. The meeting adjourned at 9:25 am
6. Next meeting: MONDAY July 10 at 7:30 am at Town Hall.

Respectfully submitted,

John Fallon  
Clerk