

**Minutes: Boxborough Town Government Study Committee: September 1, 2017**

Morse/Hilberg Meeting Room Town Hall      Approved 9/11/2017

1. The meeting was called to order at 7:30 am by Susan Bak, Chair of the Committee. Present were: Susan Bak, Thom Begin, Jennifer Campbell, John Fallon, Hugh Fortmiller, Nancy Settle-Murphy, and Bob Stemple  
Absent: Sheila Bauer, Selina Shaw

2. The Committee reviewed the Minutes of the August 21, 2017 meeting and voted unanimously to approve them.

3. The Committee reviewed the fourth draft of the Committee's Final Report and approved the Report with changes. John will distribute the final Report to the Committee.

4. Jennifer and John will be presenting the PowerPoint to the Board of Selectmen. They met August 30 to discuss the process:

- a) Susan will do a brief introduction
  - b) John will do a brief introduction
  - c) Jennifer will do a brief introduction
  - d) John will present the process section
  - e) Jennifer will present the recommendation section.
  - f) Jennifer and John will tag team the scenarios
  - g) Susan will do brief wrap-up and open up the floor for questions.
- (The plan is that there will be no comments or questions during the presentation.)

Jennifer and John did a walk-through of the sixth draft of the PowerPoint presentation of the Committee's work and conclusions including the speakers' notes. The Committee made some final changes, including inserting the past and proposed organization charts, and approved the PowerPoint. Jennifer will distribute the final version.

5. Susan reviewed the draft "binder" for distribution to the BoS. The Committee approved the contents and their order.

6. The Committee's report will be presented to the Board of Selectmen on Monday September 11 starting about 7:30 PM.

7. The meeting adjourned at 8:50 AM.

8. Next meeting: MONDAY September 11 at 7:10 PM at Town Hall  
(Presentation to BOS shortly after 7:30 PM)

Respectfully submitted,

John Fallon  
Clerk