



TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes

BOARD/COMMITTEE: Veterans Tribute Committee

MEETING DATE: October 12, 2021

TIME: 7:00 pm

PLACE: Boxborough Town Hall, 29 Middle Road, Boxborough, MA

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Reviewed and approved minutes of 9/7/21 meeting.
2. Project Update – Ron
 - a. What's been done – seeding done and grass is grown in
 - b. What needs to be done – will talk to DPW about mowing before Nov 11th; planting around junction box to be done in the spring
3. Related Projects – Kevin
 - a. Postcard Invitation for November – will be sent by 10/25
 - b. Plaque for Donors – will complete after Veterans Day
4. Administration and Correspondence - Karen
 - a. Thank you's – will send out by 10/25
 - b. Grant Correspondence – will send after Veterans Day
5. November Dedication and Veterans Day – Logistics
 - a. Program – Karen completed – reviewed by committee
 - b. Speeches – Karen completed – reviewed by committee
 - c. Posters – Karen will look into this, but if not, will print out a page with contributors to be place on table for viewing
 - d. Kevin will get the wreath
 - e. Kevin will inform police
6. New Business – open discussion on topics not anticipated at the time of this agenda posting.
 - a. VTC will be dissolved after Veterans Day. Will turn over Veterans Day Celebration to the Public Ceremonies & Celebrations Committee
 - b. If flag needs lowering, this will be done by town hall