



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

Approved, Date: _____ Signed: /s/ _____ Chair

BOARD/COMMITTEE:

MEETING DATE:

TIME:

PLACE: Location, including street address

Members Present:

Members Absent:

Other Attendees:

Summary of discussion of each topic

Record of any votes taken

List of Documents/Exhibits used, if any

NOTE: Documents/Exhibits must be listed in the minutes if they meet 3 criteria:

1. They are physically present at the meeting.
2. They are verbally described.
3. Their contents are discussed at the meeting.

Documents must meet ALL 3 CRITERIA in order to be listed in the minutes.