



**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.**