From:	Stephanie Secino
To:	Jennifer Selig
Cc:	Jim Hegarty
Subject:	Notice of Overdue Minutes
Date:	Monday, August 4, 2025 2:26:00 PM

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used for the following meetings:

- Golf Committee: 1/9/2025
- Golf Committee: 3/11/2025
- Golf Committee: 5/1/2025
- Golf Committee: 5/12/2025
- Golf Committee: 6/10/2025

Please advise if you are unable to provide minutes for one of the following reasons:
1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.
3. The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you,

Stephanie Secino
Deputy Town Clerk
17 Common Street
Southborough, MA 01772
(508) 485-0710 x 5513

Register to Vote!