MINUTES

COMMUNICATION COMMITTEE

Thursday, April 12, 2018
5:30 p.m.
Chamber B

Item 1. Call to Order. J.M. Caterina called the meeting to order at 5:30 p.m.

Item 2. Attendance. The following members were present:

Councilor Jean -Marie Caterina	Councilor Shawn Babine
Councilor Katy Foley	Larissa Crockett, Assistant Town Manager

Item 3. Approval of the January 11, 2018 meeting. Motion by S. Babine, seconded by K. Foley to accept the January 11, 2018 meeting minutes as written.

Vote: 3 Yeas.

Item 4. Discussion on Mission Statement. The Committee reviewed the communications policy in it's entirely. J.M. Caterina stated she would type up the recommended changes to distribute to the Committee.

Item 5. Discussion of second quarter communication effort. Recommended the Committee meet quarterly. Since July and August are not good for meetings, hold the next meeting in September. The meetings would be in January, April, June September and December. They can also be held on an as needed basis.

Item 6. Adjournment. Motion by S. Babine, seconded by K. Foley, to adjourn the meeting at 6:30 p.m.

Respectfully Submitted,

Jean -Marie Caterina
Scarborough Town Councilor