# MINUTES

# COMMUNICATION COMMITTEE

**Thursday, January 11, 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. Roll Call.** The following members were present:
Councilor Jean Marie Caterina Councilor Shawn Babine
Councilor Katy Foley

**Item 3. Approval of the October 16, 2017, meeting.** Motion by S. Babine, seconded by K. Foley, to move approval of the October 16, 2017 meeting.

Vote: 2 Yeas. (J.M. Caterina abstained as she was not on the Council at that time.)

**Item 4. Discussion of Strategic Communications Action Plan**. The Committee discussed the history behind this Committee. S. Babine stated the idea was to look at the approach plan and report back to the Council. He stated the Action Plan for the Committee was never approved by the Council last year.

Council Chair Donovan attended the meeting at 5:40 p.m.

K. Foley stated the Committee last year was a "test pilot". She stated the Committee wanted to get ahead of any big issues the Town may have had. They wanted to be proactive.

The Committee discussed the Action Plan. They decided that they need to establish a goal for this Committee and once it's established, update the Town Council. The Committee discussed the Round Table meetings that were held. They suggested maybe there be 1 or 2 topics that could be discussed.

**Item 5. Discussion on Citizen Centric reports**. S. Babine stated Tom Hall, Town Manager, had an idea of having a workshop for different areas that need to be discussed. He stated maybe some kind of class room style would be good. Each Council liaison could attend the workshops.

S. Babine stated he had a worksheet that could help with a temp plate for the Committee. The Committee agreed that each one would fill out the temp plate and it would be discussed at the next meeting in February.

**Item 6. Adjournment**. Motion by K. Foley, seconded by S. Babine, to adjourn the meeting at 6:15 p.m.

Vote: 3 Yeas.

Respectfully submitted,

Tracy Cole
Deputy Town Clerk