

MINUTES
COMMUNICATION COMMITTEE

Monday March 4, 2019

4:15 p.m.

Chamber A

Item 1. Call to Order. P. Johnson called the meeting to order at 4:15 p.m.

Item 2. Roll Call. The following members were present:

Paul Johnson, Chair Katy Foley

Don Hamill Larissa Crockett, Assistant Town Manager

Item 3. Approval of the minutes from the February 4, 2019 meeting. Motion by K. Foley, seconded by D. Hamill, to move approval of the meeting minutes from February 4, 2019 as written.

Vote: 3 Yeas.

Item 4. Discussion on budget books for residents, printing solutions. L. Crockett gave a brief to the Committee. She stated she had been in touch with Staples and they will print the budget books for people that want them. She stated they could in color or black and white.

Item 5. Adoption of shared expectations between the public and council. L. Crockett gave a brief update. After a brief discussion, the Committee decided to send it to the Town Council for adoption.

Motion by K. Foley, seconded by D. Hamill, to move approval to send to the Town Council for adoption.

Vote: 3 Yeas.

Item 6. Discussion about quarterly roundtable marketing plan and materials. P. Johnson gave a brief update. The Committee discussed the flyer they received from the Board of Education Communications Committee. L. Crockett stated she would be happy to promote the flyer but needs dates and times and locations.

Item 7. Discussion about publicly stating the members of the town council Google Group. P. Johnson gave a brief update. He stated he was surprised that staff was also on the Town Council email that is on the website. He stated it should be clear on the website that the email was going to staff as well as the Town Council. L. Crockett stated that was an easy fix and she would look into it.

Item 8. Public comment. None at this time.

Item 9. Future agenda items. The Committee would like to debrief from the Roundtable discussion.

Item 10. Adjournment. Motion by K. Foley, seconded by D. Hamill, to adjourn the meeting at 5:00 p.m.

Vote: 3 Yeas.

Respectfully submitted,

Tracy Cole

Recording Secretary