

MINUTES

COMMUNICATION COMMITTEE

Monday October 7, 2019

3:30 p.m.

Item 1. Call to Order. K. Foley called the meeting to order at 3:30 p.m.

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

Councilor Katy Foley

Councilor Don Hamill

Councilor John Cloutier

Larissa Crockett, Assistant Town Manager

Item 3. Approval of the minutes from September 9, 2019 meeting. Motion by J. Cloutier, seconded by D. Hamill to move approval of the minutes from September 9, 2019 meeting.

Vote: 3 Yeas

Item 4. SWOC analysis. L. Crockett gave a brief update. She stated that only 4 Councilors responded. The Committee discussed strengths, weaknesses, opportunities and challenges in communications with the public. They discussed how difficult it is to reach out to people and to know what might become a firestorm and what might not. The Committee agreed that one of their priorities will be the budget cycle.

Item 5. Protocols and roles for external communications. L. Crockett gave a brief update. She stated that she was asked to include any minutes that mentioned external communications. The Committee discussed different email the Councilors receive and if the question is specific to a certain Committee than perhaps the Chair of that Committee should respond to it. L. Crockett suggest maybe having an automatic reply to people who send emails.

Item 6. Community Survey. The Committee decided to table this until November. Motion by D. Hamill, seconded by J. Cloutier, to table this item until the November meeting.

Vote: 3 Yeas.

Item 7. SCTV simultaneous broadcast over YouTube and Facebook. The Committee decided to table this until November. Motion by D. Hamill, seconded by J. Cloutier, to table this item until the November meeting.

Vote: 3 Yeas.

Item 8. Public comment. None at this time.

Item 9. Future agenda items. The Committee will discuss the community survey, SCTV broadcasts and discuss the future of roundtable discussion.

Item 10. Adjournment. Motion by D. Hamill, seconded by J. Cloutier, to adjourn the meeting at 4:42 p.m.

Respectfully submitted,

Tracy Cole

Recording Secretary