

MINUTES

COMMUNICATION COMMITTEE

Monday August 5, 2019

4:15 p.m.
Chamber A

Item 1. Call to Order. K. Foley called the meeting to order at 4:15 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 the April 1, 2019 meeting. Motion by D. Hamill, seconded by J. Cloutier, to move approval of the minutes from April 1, 2019.

J. Cloutier asked why Item 5 of the minutes was tabled. K. Foley and D. Hamill stated they would be happy to discuss it after the vote.

Vote: 3 Yeas.

The K. Foley and D. Hamill discussed the internal communication prior to the April 10 meeting. They each gave their interpretation of what happened. After a brief discussion, the Committee continued with the agenda.

Item 4. Roundtable debrief. K. Foley stated at the last roundtable discussion there was only one resident in attendance. After a brief discussion, the Committee agreed that an agenda is not needed so residents can discuss what they want to discuss. They also agreed that more residents need to attend.

Item 5. Communication plan for the Downs/Edge proposal. The Committee discussed having any information on the Downs/Edge proposal posted. After a brief discussion the Committee stated they would like L. Crockett set up a portal on the Town's website like with the budget that will keep the community informed.

Item 6. Community survey discussion. L Crockett gave a brief update. She stated there is an organization that would help pull a survey together. She stated she would get in touch with him and check on cost, etc. and report back to the Committee.

Item 7. SWOC analysis discussion. Tabled until September.

Item 8. Protocol and roles for external communications. Tabled until September.

Item 9. Additional communications channels for public engagement (eg. Facebook Live, Online forums). Tabled until September.

Item 10. Staff update. None at this time.

Item 11. Public comment. None at this time

Item 12. Future agenda items. The next meeting will be September 9, 2019 at 3:30 p.m. The Committee will discuss SWOC analysis, protocol and roles for external communications, communication channels for public engagement, roundtable, survey consultant and community center.

Item 13. Adjournment. Motion by J. Cloutier, seconded by D. Hamill, to adjourn the meeting at 5:15 p.m.

Vote: 3 Yeas.

Respectfully submitted;

Tracy Cole, Recording Secretary