

MINUTES
COMMUNICATION COMMITTEE
Monday September 9, 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 the last meeting. D. Hamill stated he wanted to make an adjustment to the Agenda. He wanted to make sure we discussed the items that were tabled from last meeting.

Motion by D. Hamill, seconded by J. Cloutier, to move approval of the meeting minutes from August 5, 2019 as written.

Vote: 3 Yeas.

Item 4. Review Communication plan / strategy around the revaluation, Edge and Downs project, WEX. L. Crockett gave an update on the revaluation. She stated that every option was explored of how to roll it out and any mistakes were quickly addressed. She stated she is not part of that team for the Edge and Downs project.

Item 5. Discussion around looking at a plan for next year. K. Foley gave a brief update. She stated that the goal of the Committee was to support staff and not hinder them. L. Crockett stated that the Town is need of a communication staff member. She stated she has ideas of different videos but needs people to help her.

K. Foley stated that communication has increased but we need to do more. L. Crockett stated that Saco has a communication specialist. The Committee asked L. Crockett to invite that person to our next meeting to give us some suggestions.

Item 6. Discuss Next Roundtable on September 24, 2019. The Committee agreed to try and find 5 different people each could bring to the roundtable discussion. L. Crockett stated she would post it to Facebook and also put in the Town's newsletter.

Item 7. Public comment. None at this time.

Item 8. Future agenda items. The Committee decided to meet at 3:30 p.m. instead of 4:15 p.m. on October 7, 2019. The Committee decided to have SWOC analysis, protocol & roles for externals communities, community survey and plan for next year.

Item 9. Adjournment. Motion by J. Cloutier, seconded by D. Hamill, to adjourn the meeting at 4:30 p.m.

Respectfully submitted;

Tracy Cole
Recording Secretary