MINUTES

COMMUNICATION COMMITTEE

Tuesday, January 15, 2019
3:00 p.m.
Town Manager's Conference Room

Item 1. Call to Order. P. Johnson, Chair, called the meeting to order at 3:00 p.m.

Item 2. Roll Call. The following members were present:
Paul Johnson, Chair Katy Foley
Don Hamill
Also present were Thomas Hall, Town Manager and Larissa Crockett [via phone], Assistant Town Manager.

Item 3. Approval of the minutes from June 14, 2018 meeting. Motion by P. Johnson, seconded by K. Foley, to approve the meeting minutes of June 14, 2018 as written.

Vote: 3 Yeas.

P. Johnson took Item 5 from the Agenda first.

Item 5. Discussion of joint communication committee meetings with BOE.
Item 6. Discussion of monthly open forums.

P. Johnson stated he had sat with the Board of Education Communication Committee the day before. He stated they would like to try to schedule open forums. He stated that the budget would be a good start. After a brief discussion, the Committee decided to try to have quarterly meetings in March, June, September and November, preferably at the end of the month.

The Committee decided to have a joint Communication meeting the Scarborough School Board on Monday, February 11th at 4:00 p.m. The Committee discussed different ideas for the open forums. They stated that each Councilor could take turns with doing the forums as long as they were comfortable with doing so. The Committee stated they do not need staff there but Councilors should attend.

Item 7. Discussion of utilizing the Town of Scarborough social media presence to distribute Town Council information. P. Johnson gave a brief update. He stated he would like L. Crockett's input on this as she takes care of the Town's facebook page. L. Crockett stated she post to Facebook at the beginning of the week to let residents know what meetings are going on. She stated she could post the Agenda to Facebook with a note that the agenda packet was on the Town's website.

Item 4. Discussion of the updating the strategic communication action plan. K. Foley gave a brief update to the Committee. She stated the strategic communication action plan never went to the Town Council for approval. The Committee agreed to keep as a living document and not to send to the Town Council. They decided to put this item on the next agenda.

L Crockett discussed item 7 again. She stated that she puts out a newsletter on the first and fifteenth of the month. She stated that maybe the Councilors could take turns putting brief stories. P. Johnson stated he would write the first story.

Item 8. Adjournment. Motion by P. Johnson, seconded by K. Foley, to adjourn the meeting at 4:05 p.m.

Respectfully submitted,

Tracy Cole
Recording Secretary