

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, March 2, 2023
APPROVED MINUTES

Sub-committee members present:

Clare Kilgallen*, Dan Watson, Dennis Yeskey, Greg Piccininno*, Laura Kostin*, Lauren Rabin
Absent Tony Turner*
(* – CMSBC voting member)

Others present:

Stephanie Cowie (FSAC4PWD Liaison), Chris Cykley (CSG) and Samantha D'Agostino (CSG)

1. Call the meeting to order

- a. Lauren Rabin called the meeting to order at 3:38PM.

2. Approve minutes from Feb 23

- a. A Motion was made by Greg Piccininno and seconded by Clare Kilgallen to approve the minutes. The minutes were approved 3-0.

3. March 8 Community Engagement Meeting promotion status

- a. The event as been promoted in multiple channels: Dr. Jones's Friday note, The First Selectman's Community Connections, CMS PTA, PTAC, RTM, Neighbors, the Press, P&Z, etc.
- b. The sub-community is aware of the idea to postpone the March 8 Meeting, and the sense of our meeting is not to.

4. Finalize notices to the public on upcoming traffic study dates

- a. Dates are still unknown.
- b. The sub-committee discussed the impact on our traffic study due to roadwork planned on Stanwich Road <https://patch.com/connecticut/greenwich/water-infrastructure-work-scheduled-begin-soon-greenwich>. Lauren Rabin took the action to understand if a road closure is on the BOS Agenda for March 9. As of March 3, it is not.

5. Document usage instructions for Building Committee, SLAM, CSG and Turner to share files via Greenwich Public Schools Google Drive option

- a. Laura Kostin will continue to work with GPS IT to create a generic District Google account (called "CMSBuildingCommittee" or something similar) and provide us with the password, to be used for file-sharing purposes by the Committee and Vendors.

6. Amendment to the Agenda to add Discussion on General Building Communications

- a. A Motion was made by Clare Kilgallen and seconded by Greg Piccininno to amend our agenda. The agenda was amended without objection.

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- b. The sub-committee discussed some practices the OGBC is using for more “just in time” communication (What’s App).
- c. The subcommittee discussed the continued issues we are having with the email alias and members still not getting all email communications.
- d. The sub-committee discussed ideas for agenda planning and preparation to streamline the length of our weekly meetings with the full committee (without compromising on effectiveness).

7. Update on Havemeyer Communication Plan

- a. GPS is ready and willing to send communications across all channels when we have something of substance to say (e.g., photos, blueprints).

8. Assign owners and due dates for April 11 RTM quarterly report

- a. Our next quarterly report is due in April, which would mean a deadline of March 17 for submission. Clare Kilgallen to verify if that is still did the deadline given the April meeting is not until April 17.
- b. We will plan to use the same format as the last report.

9. Adjourn

- a. A Motion was made by Clare Kilgallen and seconded by Greg Piccininno to adjourn. The meeting adjourned without objection at 5:00PM

Prepared by Lauren Rabin