

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, April 27, 2023
APPROVED MINUTES

Sub-committee members present: Clare Kilgallen*, Laura Kostin*, Lauren Rabin, Tony Turner*

Absent: Dennis Yeskey

(* – CMSBC voting member)

Others present: Dan Watson, Mike Spilo & Stephanie Cowie (FSAC4PWD Liaison)

1. Call the meeting to order.

- a. Lauren Rabin called the meeting to order at 3:34PM.

2. Approve minutes from April 20.

- a. A Motion was made by Stephanie Cowie and seconded by Laura Kostin to approve the minutes. The minutes were approved 3-0.

3. Draft talking points for RTM Committee and District Meetings.

- a. The sub-committee once again reviewed BC [member assignments](#) and Lauren Rabin took the action to ask members to double up with another member where they can. It was noted that all Committee and Districts could provide a call-in (phone only) option for those BC members that are only able to participate remotely.
- b. The sub-committee drafted guiding principles to keep in mind when speaking, bullet points to make in a presentation style and answers to what we expect to be asked. Lauren Rabin and Clare Kilgallen will be attending the April 27 Budget Overview Committee to test the [materials](#).

4. Adjacent neighbor communications.

- a. The sub-committee discussed inviting all the adjacent neighbors to a review of the conceptual design that SLAM will be providing to the full BC. SLAM would like a vote to submit the design to Turner for costing by May 9. Lauren Rabin took the action to ask our Tree Warden and Fire Marshall for any notes from their walk-through with SLAM.
- b. We discussed May 8 from 5:30-7PM as an option and Tony Turner took the action to clear this with CMS.
- c. Tony Turner all took the action to compile a list of all the addresses (which we can also match up to email addresses).
- d. Lauren Rabin committed to going door-to-door (with Joe Rossetti who previously volunteered) to hand out an announcement of the May 8 session.
- e. Lauren Rabin announced that the BOS is looking to appoint a neighbor liaison to the full BC.

5. Refresh on duties of the Communications sub-committee.

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- a. Lauren Rabin shared the [document](#) with the sub-committee and posted it on our new Google drive.
- 6. Community Forum Dates (Merits of May 10, 17 or 24).**
- a. The subcommittee narrowed down the options to May 17 or 24. Tony Turner took the action to confirm the date with our vendors. We also discussed the need to review the materials in advance and rethink audience participation (live feedback in addition to online question submission).
- 7. Other.**
- a. Dennis Yeskey will be setting down for the sub-committee but emphasized the need to communicate with the surrounding neighbors ASAP in a phone call to Lauren Rabin on Tuesday April 25.
- 8. Adjourn.**
- a. A Motion was made by Clare Kilgallen and seconded by Laura Kostin to adjourn. The meeting adjourned without objection at 5:15PM.

Prepared by Lauren Rabin