

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, May 25, 2023
Approved MINUTES

Sub-committee members present: Clare Kilgallen*, Laura Kostin*, Lauren Rabin, Nisha Arora*, Tony Turner* (* – CMSBC voting member)

Others present: Jim Giuliano (CSG Group) and Stephanie Cowie (FSAC4PWD Liaison)

1. Call the meeting to order.

- a. Lauren Rabin called the meeting to order at 3:36pm.

2. Disposition May Fact Sheet feedback.

- a. There was significant discussion on streamlining the Fact Sheet given that is almost June and some of the initial content resides in other documents that are the responsibility of BOE, BET, GPS, or CMS to communicate (or defend).
 - **ACTION:** Lauren Rabin will create a more streamlined version with input from Laura Kostin and comments within the document from Clare Kilgallen.

3. Finalize Q & A from May 17, 2023, Forum.

- a. Jim Giuliano will complete the final edits after the holiday weekend. Since this is document with answers from subject matter experts (e.g., Turner Construction) we determined that the document does not need a BC vote before posting to the CMSBC page on the GPS website.
 - **ACTION:** Lauren Rabin will send the document posting (and with the committee) once complete.

4. Process Housekeeping.

- a. Protocols for sharing documents outside of the committee. The sub-committee concluded that there are probably very few BC documents that cannot be shared publicly. We also recommend that each document be distributed to the entire BC first, discussed as a BC (when necessary) and then the sub-committee will add it to the GPS CMS BC webpage.
 - **ACTION:** Lauren Rabin to verify FOIA implications with Town Legal Dept; specifically, can something be “embargoed” first for the BC to consume/discuss.
- b. Marking of documents for internal only, draft, etc. The sub-committee agreed to reiterate to all vendors to mark documents as draft when appropriate. See above for internal discussion.
- c. Email replies to BC Gmail and CMSBC alias. We did not discuss this item.
- d. Items for Committee action/feedback to be sent no later than Fridays. The sub-committee agreed that predictable items (agenda, CSG report card) are fine to

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not be sent on Friday, but anything that is “hot off the press” or requires BC input/review should be sent as early as possible.

- 5. Determine documents that need to be on GPS CMS BC site/Use of links.**
 - a. See item 4 a.
- 6. Draft statement from BC on Turner Construction cost estimates.**
 - a. The sub-committee determined that we are not issuing a statement, although Tony Turner was asked to provide one already to the press, indicating the estimated cost came in higher than expected and we await discussions between the BOE and BET.
- 7. June RTM committee and district assignments.**
 - a. There is nothing related to CMS on the June 12, 2023, RTM meeting agenda. We will await notice if there is any need for a special meeting.
- 8. Other**
 - a. The MI request from the BOE/BC will be transmitted to the BOS for their June 8, 2023, meeting.
- 9. Adjourn.**
 - a. The meeting adjourned without objection at 5:25PM.

Prepared by Lauren Rabin