

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, September 7, 2023

*** Approved*** MINUTES

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

Others present: Stephanie Cowie (FSAC4PWD Liaison)

1. Call meeting to order.

- a. Lauren Rabin called the meeting to order at 3:32 pm.

2. Approve minutes from July 13, and August 31, 2023, Meetings.

- a. A Motion was made by Clare Kilgallen and seconded by Tony Tuner. The minutes were approved 3-0-0.

3. Develop game plan for any post Forum/Hearing communication follow-up.

- a. The session recording is on YouTube with a link from GPS, a PDF version of slides is also posted.
- b. Based on questions received, we are suggesting a separate forum with DPW. The subcommittee also discussed the need to clarify what DPW may need to execute and budget for as it relates to the project.
- c. The sub-committee discussed adding an image of our updated timeline to CMSBC web page.
- d. The subcommittee discussed how to communicate the MI approval step and determined it's a broader communication needing to come from the First Selectman
 - **ACTION:** Tony Turner to add a DPW update on our Tuesday September 12, 2023, Meeting Agenda.
 - **ACTION:** Lauren Rabin to investigate plans the First Selectman has to update the community on the MI approval step.
 - **ACTION:** Clare Kilgallen to work with CSG and GPS to post an updated timeline graphic.

4. Develop draft 5th Quarterly Report.

- a. We will follow the same format as prior reports adding in bullet items submitted from (the now withdrawn) Item 23 and 24 September RTM Meeting Call.
- b. We will provide updated financials, realizing Munis is a month-end reporting.
- c. The goal is to complete in time for a September 26 submission for the October 2023 RTM call.
 - **ACTION:** Clare Kilgallen and Lauren Rabin develop a draft for full BC approval at our September 26, 2023, meeting.

5. Other.

- a. None

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6. Adjourn.

- a. The meeting was adjourned without objection at 4:30 pm.

Prepared by Lauren Rabin