

Central Middle School Building Committee
Sub-Committee on Communications

Tuesday December 5, 2023

Approved MINUTES

Sub-committee members present: Clare Kilgallen*, Lauren Rabin, Tony Turner
Others present: Stephanie Cowie (FSAC4PWD Liaison) and Sam D'Agostino (CSG)

1. Call meeting to order.

- a. Lauren Rabin called the meeting to order at 2:05 pm.

2. Approve minutes from November 21, 2023, Meeting.

- a. Tony Turner made a Motion to approve the meeting minutes from November 21, seconded by Clare Kilgallen. The minutes were approved 2-0-0.

3. Draft copy for monthly Newsletter.

- a. The sub-committee discussed the types of information that would go into the newsletter/bulletin for our first version in January 2024. We will focus on schedule, major milestones, financials and when we can, include pictures. We also discussed updating our content on the CMS BC webpage (GPS) and how best to make the newsletter/bulletin front and center.

ACTION: Sam D'Agostino to ask SLAM to develop a one-page newsletter template that is easy to edit.

ACTION: Lauren Rabin to connect with Michael Antonaccio about re-arranging our webpage content.

ACTION: Clare Kilgallen to confirm with GPS communications timing on monthly production, promotion and posting.

4. Initial Plan for next Community Forum.

- a. The sub-committee discussed best timing for another forum, ideally before Planning & Zoning meeting where the final site plan is presented. Wednesday, January 10, 2024 was discussed.

ACTION: Sam D'Agostino to discuss with the professional team if this is feasible.

5. Other

- a. The sub-committee discussed the need for another small team to be part of the Owner/Architects/Construction (OAC) "in trailer" meetings. This will be taken up by the full committee.
- b. The sub-committee discussed adding Susan Rudolph to the sub-committee.

6. Adjourn.

- a. The meeting adjourned without objection at 3.15 pm.

Prepared by Lauren Rabin