



MINUTES
Communications Committee
Wednesday, September 11, 2024 – 12:00pm

Item 1. Call to Order. Meeting was called into order at 12:00pm.

Item 2. Roll Call. In attendance was Councilor & Chair April Sither, Allison Carrier (Communications Manager), Thomas Hall (Town Manager) as well as Councilor Jon Anderson (via zoom) and Councilor Don Cushing (late).

Item 3. Approval of Minutes: July 10, 2024. Motion by Councilor Anderson, seconded by Councilor Sither to approve meeting minutes from 06710/2024.

Vote: 2 Yeas.

Item 4. Town Council Communications Planning. The committee scheduled upcoming Council Corner Articles. A.Sither will write Oct 1st, D. Hamill will write Oct 15th, J. Caterina will write Nov 1st and possibly Nov 15th will be written about onboarding council members. They discussed Council Corner Live being run anytime between the end of October through Mid-November. Councilor Anderson suggested a community forum on prioritizing capital investments. They also discussed whether the Council should have a table at “Sustainable Scarborough Day” on Oct 6th.

Item 5. Town Staff Communications Updates. Allison Carrier addressed communication housekeeping issues and conversation ensued among committee members.

Item 6. Council Corner Live Takeaways. Councilor Sither started off by recommending that they somehow implement a better way to incorporate the CCL evaluation forms. Councilor Anderson wanted to reiterate the importance of making sure that everyone at these forums has an opportunity to speak. Tom suggested having tables in a circle instead of the classroom set up in order to make people feel more comfortable. Conversation ensued.

Item 7. Communications Framework Discussion. Allison Carrier gave an overview of the framework. Conversations ensued. Councilor Sither recommended that this go before Leadership at some point.

Item 8. Public Comment. No Public Comment.

Item 9. Future Agenda Items. Will be determined at a later date.

Item 10. Adjournment. Councilor Sither called the meeting to adjourn at 1:27pm.

Respectively,

Katie Duross [transcribed via video]
Deputy Town Clerk