



TOWN OF
SCARBOROUGH, MAINE

MINUTES
Communications Committee
Wednesday, October 9, 2024 – 4:00pm

Item 1. Call to Order. Meeting was called to order at 4:00pm.

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

Item 3. Approval of Minutes: July 10, 2024. Oversight was made on Agenda, approval of minutes for September tabled until December meeting.

Item 4. Town Council Communications Update. For Council Corner Articles, D. Hamill will write 10/15, J. Caterina will write 11/01 and J. Anderson will write for 11/15 on the Downs Project.

Council Corner Live: Next one will take place on 10/30 at 6:00pm in the Council Chambers on “Prioritizing our Priorities”. A Sither recommended a better format for the room setup.

Councilor Sither suggested doing a video on voting such as hours and location. J. Anderson will do a video on the Land Bond at Higgin’s Beach and submit to Allison Carrier. D. Cushing has 2 videos, one from Fuller Farm and one from The Eastern Trail that he will get to Allison ASAP.

Item 5. Town Staff Communications Updates. Allison Carrier went over a recap on Election Communications, The Downs Project & The Gorham Connector. Conversation ensued among committee members.

Item 6. Rules & Policy Recommendations. Committee spoke on items that should be sent to Rules & Policies as far as defining Communications Committee such as who speaks to press, communicating outside of meetings, will committees have their own emails. Recommended that this be left as unfinished business for next committee members.

Item 7. Council Corner Live -Description/Template. Defining what committee wants from CCL. How to formulate a procedure on how to run a CCL meeting. Conversation ensued.

Item 8. Public Comment. No Public Comment.

Item 9. Future Agenda Items. Undetermined.

Item 10. Adjournment. Councilor Sither called the meeting to adjourn at 5:06pm, J. Anderson seconded motion.
Vote: 3 Yeas.

Respectively,

Katie Duross [transcribed via video]
Deputy Town Clerk