TOWN OF SCARBOROUGH, MAINE

MINUTES
Communications Committee
Thursday, January 16, 2025—5:00pm

Item 1. Call to Order. Councilor Cushing, called the meeting to order at 5:00pm

Item 2. Roll Call. Committee members Councilor Don Cushing (Chair) and Councilor Jon Anderson, Liam Gallagher, Assistant Town Manager and Allison Carrier, Marketing and Communications Manager and Nick Cloutier, Town Assessor were also present. Councilor Scott Doherty was absent. Alison Bristol, resident of Bayview Ave was there as a guest.

Item 3. Public Comment. None at this time.

Item 4. Approval of Minutes: December 11, 2024. Motion by Committee Chair Donald Cushing, seconded by Councilor Jon Anderson, to move approval of the December 11, 2024 meeting minutes as written.

Vote: 2 Yeas. Motion Passes.

Item 5. Council Corner Themes and Assignments. Committee Chair Donald Cushing requested to omit this section due to emailing assignments prior to this meeting.

Item 6. Budget Communications. Allison Carrier talked on the Budget in Brief, a 2-4-page budget summary of high budget items. Talked about what other communities are doing. Discussion ensued between Committee members, Liam Gallagher, Assistant Town Manager, and Allison Carrier, Marketing and Communications Manager as well Nick Cloutier, Town Assessor and Alison Bristol.

Item 7. Public Outreach. Chair Donald Cushing suggested council members pair up and talk to residents in different Scarborough Communities and villages. Discussion ensued between Committee members, Liam Gallagher, Assistant Town Manager, and Allison Carrier, Marketing and Communications Manager as well as Alison Bristol.

Item 8. Town Staff Communications Updates. Allison Carrier talked on updates to the newsletter. It would consist of mailing them a few times a year to all households in Scarborough, cost would be about $10,000.00. Conversation ensued among committee members, Liam Gallagher, Assistant Town Manager, Allison Carrier, Marketing and Communications Manager as well as Alison Bristol.

Item 9. Future Agenda Items. No items were discussed at meeting.

Item 10. Adjourn. Motion by Councilor Jon Anderson, seconded by Committee Chair Donald Cushing, to move approval to adjourn the regular meeting of the Scarborough Communications Committee.

Vote: 2 Yeas. Motion Passes.

Meeting adjourned at 5:58pm.

Respectfully submitted,

Katie Duross [transcribed via video]
Deputy Town Clerk