



TOWN OF  
**SCARBOROUGH, MAINE**

**MINUTES**  
**Communications Committee**  
**Hybrid Meeting**  
**Thursday, March 26, 2025—5:00pm**

**Item 1. Call to Order.** Chair Donald Cushing called meeting to order at 5:00pm.

**Item 2. Roll Call.** In attendance was Chair Donald Cushing, Jon Anderson, Scott Doherty, Liam Gallagher (Asst Town Manager) and Allison Carrier (Director of Communications).

**Item 3. Public Comment.** No Public Comment.

**Item 4. Approval of Minutes: February 20, 2025.** Motion by Committee Chair Donald Cushing, seconded by Councilor Jon Anderson, to move approval of the February 20, 2025 meeting minutes as written.

**Vote:** 2 Yeas. Motion Passes. (Councilor Doherty abstained from voting)

**Item 5. Staff Updates: Discussion & Consideration.** Allison Carrier shared communication updates regarding the budget, Leader changes, SBAC Support & Areas of Community Interest. Conversation ensued among committee members.

**Item 6. Discussion on The Scarborough Leader.** Drew Johnson from the Leader attended meeting to talk about the changed coming and also updates. Committee had conversation on options going forward on how to get information to citizens.

**Item 7. Emergency Communication Protocol.** Chair Cushing brought this item with a question as to what is Scarborough's protocol when there's an emergency and info needs to get out to councilors. Committee engaged in conversation on this.

**Item 8. Councilor Corner Themes & Assignments.** For future articles Jon Anderson will write one for 04/01 and April Sither will write the one for 04/15.

**Item 9. Public Outreach Plan & Assignments.** The Committee discussed opportunities to establish relationships with the community. One suggestion was allowing the community to come 30 minutes before Town Council meeting and speak with available Council members.

- **Progress on Roundtables.**
- **Create a Reusable Structure.**

**Item 10. Future Agenda Items.** To be determined.

- **April Meeting-Conflicts with Finance Committee Meeting.**

**Item 11. Adjourn.** Motion by Chair Cushing, seconded by Jon Anderson, to move approval to adjourn the regular meeting of the Scarborough Communications Committee. Meeting adjourned at 5:58pm.

**Vote:** 3 Yeas.

Respectfully submitted,

Katie Duross [transcribed via video]

Deputy Town Clerk