



TOWN OF  
**SCARBOROUGH, MAINE**

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**MINUTES**  
**Communications Committee**  
**Hybrid Meeting**  
**Thursday, April 17, 2025—4:00pm**

**Item 1. Call to Order.** Chair Donald Cushing called meeting to order at 4:00pm.

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

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

**Item 4. Approval of Minutes: March 26, 2025.** Motion by Committee Chair Donald Cushing, seconded by Councilor Jon Anderson, to move approval of the March 26, 2025 meeting minutes as written.  
**Vote:** 2 Yeas. Motion Passes.

**Item 5. Staff Updates: Discussion & Consideration.**

- **Discussion on The Scarborough Leader.** Liam went over changes & updates on the leader as well as other options out there. Conversation ensued among committee members.
- **Emergency Communication Protocol.** No discussion on this item.

**Item 6. Public Outreach Plan & Assignment.**

- **Progress on Roundtable.** Committee discussed the roundtable from the night before (04/16/25) which was attended by 4 other people.
- **Create a Reusable Structure.** The group talked about improving communication & outreach, including creating a point of contact list for organizations and providing them with a shareable template.

**Item 7. Discussion on New Chair.** Chair Cushing went in to general discussion on his time with the Communications Committee.

**Item 8. Councilor Corner Themes & Assignments.** Allison will keep councilors on track as to who is assigned to write articles for the next month.

**Item 9. Future Agenda Items.** To be determined.

**Item 10. 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 5:01pm.  
**Vote:** 2 Yeas.

Respectfully submitted,

Katie Duross [transcribed via video]

Deputy Town Clerk