TOWN OF
SCARBOROUGH, MAINE

MINUTES
Communications Committee
Hybrid Meeting
Wednesday June 4, 2025—4:00pm

Item 1. Call to Order. Chair April Sither called meeting to order at 4:00pm.

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

Item 3. Public Comment. Via Zoom was Alyson Bristol of Bayview Ave stating that the agenda was not posted until this morning and requested that the Community Survey item be tabled. Also commented on links from the website not taking people to where they expect to go. Liam addressed this and said that he would have a conversation with staff.

Item 4. Approval of Minutes: April 17, 2025. Motion by Councilor Jonathan Anderson, seconded by Councilor Scott Doherty, to move approval of the April 17, 2025 meeting minutes as written.
Vote: 3 Yeas. Motion Passes.

Item 5. Staff Updates: Discussion & Consideration.

- **New Print Opportunities Update.** Allison carrier spoke on news print opportunities. Gorham Weekly is an option, available for pick up, anyone can submit an article which would then need to be selected by the editor. Town asked them if they would be willing to expand to Cape Elizabeth and South Portland as well. Conversation ensued among committee members.
- **Emergency Communication Protocol Update.** Liam Gallagher updated committee on an Emergency Communication Protocol being drafted by Public Safety which Allison Carrier will revise and then it will be brought before the Communications Committee.

Item 6. Community Survey. Liam would like this committee approve the survey by August's meeting. Conversation ensued among committee members.

Item 7. Councilor Corner Themes & Assignments. Jonathan Anderson updated the committee on future article starting with Cory Fellows writing June 15th, Karin Shupe writing July 1st, Bill Donovan writing July 15th, possibly new Councilor writing one for August 1st and Scott Doherty submitting August 15th article. The Committee decided on July 15th or the Councilor Corner Live touching on Affordable Housing. Committee suggested the theme for September should be spending and budget.

Item 8. Future Agenda Items.

- Summerfest Outreach.
- Community Survey.

Item 9. Adjourn. Motion by Chair April Sither, seconded by Jon Anderson, to move approval to adjourn the regular meeting of the Scarborough Communications Committee. Meeting adjourned at 5:04pm.
Vote: 3 Yeas.

Respectfully submitted,

Katie Duross [transcribed via video]

Deputy Town Clerk