



TOWN OF
SCARBOROUGH, MAINE

MINUTES
Communications Committee
Hybrid Meeting
Wednesday July 17, 2025—4:00pm

Item 1. Call to Order. Chair Larry Cain called meeting to order at 4:00pm.

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

Item 3. Public Comment. Matthew Keith (School Building Communications Committee) wanted to let committee know that recommendation was approved and is going forward. Spoke on keeping communication open between both committees and all agreed.

Item 4. Approval of Minutes: June 4, 2025. Motion by Councilor Jonathan Anderson, seconded by Chair Larry Cain, to move approval of the June 4, 2025 meeting minutes as written.

Vote: 2 Yeas. Motion Passes.

Item 5. Staff Updates: Discussion & Consideration.

- **New Print Opportunities Update.** Allison Carrier touched on some Scarborough Living updates with a 4-page spread that the town submitted. She also provided a template for the upcoming edition. Committee discussed some upcoming items for October's submission such as growth and election information. Discussion ensued among committee members.

Item 6. Councilor Corner Live Debrief. Larry spoke on the councilor corner live event from July 15th and his thoughts on how it went. Committee spoke on how it could run better in the future.

Item 7. Councilor Corner Articles. Committee agreed on the following schedule...

August 1st Larry Cain will write article on introduction and other topics.

August 15th will be assigned to Karin Shupe.

Sept 1st Jon Anderson agreed to write an article.

Item 8. Future Agenda Items. Future items are to be determined. Larry did bring up "Honor Flights" which he would like to see in the newsletter at some point.

Item 9. Adjourn. Motion by Jon Anderson, seconded by Chair Larry Cain, to move approval to adjourn the regular meeting of the Scarborough Communications Committee. Meeting adjourned at 5:17pm.

Vote: 3 Yeas.

Respectfully submitted,

Katie Duross [transcribed via video]

Deputy Town Clerk