

Thursday, September 8, 2022 at 6:30pm
Town Office, 1 Dalton Road, Brentwood NH 03833

Committee Members in Attendance

Stefanie Lewendon, Denette Schlager, Josh Bertoulin, Leddy Bedard, Steve Dawson
Becky Dunham- joined at 7:21pm

Committee Members not in Attendance

Bridget Zacher

Advisory Members

Janice Wiers (Library), Karen Clement (Town Administrator)
Russ Kelly (Selectboard) - joined at 7:21pm

The meeting was called to order at 6:38pm.

Members approved the minutes from July meeting 5-0-1

Stef spoke to Russ about attending our meetings to represent the select board. He said he would attend when possible, but our process of coming to their meetings as needed and meeting notes were fine. Also discussed distributing draft minutes to Selectboard to keep them notified of meeting discussion.

Board decided and opened the following email address for all questions/comments for the Communications sub-committee. Email address: BrentwoodNHComms@gmail.com

- Email is active and will be checked by the our chair, Stef with secretary, Denette as back-up
- Discussed activating an auto-response allowing for time to respond and opportunity for attendance to our meetings held in public

Stef made a motion to adopt the Communications Mission Statement as the official mission statement of this committee. No discussion. All in favor 6-0-0.

In light of comments from community members at the recent Selectboard meeting, Stef brought up talking about forming a process for those who want to start a committee.

1. Having an overview of the official organizations - then the description could be added
 - a. Leddy offered to help Steve draft descriptions and a rough draft of the process
 - b. Russ Kelly to bring to select board
 - c. Steve makes a motion to create a draft of the official board of the committee and subcommittees and second to draft a process to recommend to the select board to the committees and subcommittees
 - d. Discussion question - do we need to say in our draft how decisions are made

- e. Leddy suggested that the select board makes the final decision
Stef to second
 - f. Josh - every committee should have a purpose, scope, you would apply with a purpose
 - g. Karen - volunteers are busy and looking for set agenda
 - h. Discussion closed. All in favor 6-0-0**
 - i. Steve & Leddy to draft content
Stef to design it
Becky to take a second look
 - j. Notice only required on the website and bulletin board and run for at least 30 days
2. Process of how the committees are structured
 3. Definition of committee, sub-committee, commission?

Initiatives

- *How Brentwood Works* and *Citizens Engagement in Town Government* as overarching goals for committee to apply efforts
- Voter timeline - postponed until next meeting, date and will review at next meeting

Development of Communication Plan

A work in progress as members are working on sub-team goals

Facebook Page / Social Media

1. Moving forward on Phase 1, to build and launch page, after reviewing the phased plan with Selectboard.
2. Stef, Denette and Bridget to be working with Daphne/Town Clerk's office (pilot user) to build and launch
3. Stef alerted BNL to reserve space in the October issue to announce Facebook launch. Stef presented an announcement for team review and edit. Stef to submit to BNL by Sept 15th deadline.

Are we ready to explore website options? Josh has proactively contacted 3 companies for preliminary information on packages and pricing. Awaiting response from companies. Discussion of budgets being under review in December which we would not be ready in time for the upcoming budget year.

Motion to adjourn by Stef, seconded by Karen. Motion passes 6-0-0.

Adjourned at 8:01pm.

Next Meeting tentatively October 13 @ 6:30pm at Town Office — need to see how many members have conflicts for Oct 13th.

Minutes written by D. Schlager and S. Lewendon