

Thursday, August 11, 2022 at 6:30pm
Town Office, 1 Dalton Road, Brentwood NH 03833

Committee Members in Attendance

Stefanie Lewendon, Becky Dunham, Denette Schlager, Josh Bertoulin, Leddy Bedard

Committee Members not in Attendance

Steve Dawson, Bridget Zacher

Advisory Members

Janice Wiers (Library), Karen Clement (Town Administrator)
Andy Gray (Recreation Director)

The meeting was called to order at 6:40pm.

Members approved the minutes from July meeting 3-0-2

Stef asked if we should have someone from the Select Board attend our meetings? What kind of communication do you want from us? Stef and the team would like to have somebody here to help. Andy suggests that if Russ can't be here then maybe someone from the select board can attend. Especially being new and to keep us from going back and forth.

- Send minutes to them monthly - ask Karen to put in their mailbox or email

Steve suggested to be the moderator for this committee.

- **Bedard made a motion to nominate Dawson as vice chair of the committee, second by Lewendon. Motion passes 5-0-0.**
- **Lewendon made a motion to nominate Schlager as Secretary, second by Bertoulin. Motion passes 5-0-0.**

Initiatives

How Brentwood Works? Our goal is to to give a quick overview of the structure of the town
Becky asked if this could be used in the welcome packets from the town. Lewendon asking the Select Board if we can add this to the welcome packets that are going out next week?

Voter timeline - postponed until next meeting

Mission Statement - Janice suggested wording update and will review at next meeting

Development of Communication Plan

Town social media policy is 6-7 years old - should it be reviewed? It was created in 2014
Becky and Stef working on a broader viewpoint of communications. Library has their own, more current version as well as Andy has a Summer camp employee social media policy - email

Voter timeline - postponed until next meeting

Town Facebook Page Needs

Daphne more than ready to - loves the idea of going into election season

Daphne would be the only one who has access to start. Replies are turned off

Would eliminate the need to post town meetings and activities on Brentwood Chats or Talks

phase 1 - town postings

Phase 2 - rec posting

Committee discusses how the town page and other town group pages should have a cohesive brand across all group facebook pages

If rec has a quiet time frame switch then - rec to wait until after Fall programs start

Generic announcement that the town is starting a facebook page - added to the newsletter

Asking Robin if she can hold a little space until select board approval on Tuesday - due on the 15th

Library - cross linked in town facebook page

Josh - project plan on what happens when? Next meeting Stef, Denette and Bridget should have a plan.

Add a poll when we launch the facebook page - to emergency / public works - take a committee and what kinds of things do you want to put into the community? Should each of us meet with a committee?

Josh suggests - Outline basic questions. What communication do the town entities want? What categories? What questions are the town pages receiving all of the time that we can post as information

Josh and Leddy - work on questions for the next meeting on what to ask and send out as a poll to the committee leaders? Stef suggested working in a google doc to keep it public.

Action Plan

Community Calendar - link all calendars

What is your calendar system? Josh to ask all committee's

Motion to adjourn by Lewendon, seconded by Bedard. Motion passes 5-0-0.

Adjourned at 8:14pm.

Next Meeting September 8th @ 6:30pm at Town Office

Minutes written by D. Schlager