

Thursday, July 14, 2022 at 6:30pm

Town Office, 1 Dalton Road, Brentwood NH 03833

Committee Members in Attendance

Steve Dawson, Stefanie Lewendon, Becky Dunham, Bridget Zacher, Denette Schlager

Committee Members not in Attendance

Josh Bertoulin, Letty Bedard

Guests

Janice Wiers (Library), Karen Clement (Town Administrator),

The meeting was called to order at 6:41pm.

Members approved the minutes from June meeting

Steve put together a map based on meeting with Karen, on *How Brentwood Works*. Committee walked through the map together and asked questions to ensure layout was easily followed. Committee will review individually over next month for final review and approval at the next meeting. Steve to make updates and also create a generic version for education purposes.

Also discussed was the timeline of what we do as a town and when; such as school budgets, new tax rates etc. Karen walked us through the voting timeline. Bridget mentioned that "how the town government works" is part of the 4th grade curriculum. The library is also looking to develop a program with this information.

- Karen to put together a voting timeline
- Bridget to follow-up with Mrs. Wilson about obtaining a copy of the curriculum that she teaches
- Janice looking to be involved in putting this together for the use of everyone - also offered library to hold mini meetings - 3 or less for a mini meeting allowed

Based on the map that was put together and the email addresses noted for each office, there was a brief discussion on standardizing contact emails for each committee. Karen noted that the brentwoodnh.gov email extensions cost the town \$4 per email each month. Committee discussed the possibility of using the free gmail as an extension for each committee. Denette to create generic email for communications subcommittee for next meeting. *bwoodnhcomm@gmail.com* is one possibility.

An edited version of the mission statement was presented. Board to review and approve at next meeting.

Steve asked Karen if it is possible to pull analytics from our town website to see what is being looked at most. Also interested in our town demographics - recommended to look at the 2022 Census results.
<https://www.census.gov/>

Stef pulled social media policy from MA -Brentwood already has a policy - Karen to pull for Committee to review w/legal council to ensure everything is up to date

Timing for the launch of Facebook page - September is when budget season starts - would be great to start by then to share meeting dates and times, etc.

Denette, Stef and Bridget to meet with Daphne (and possibly Joyce) - town clerk within the next month to review town news and monthly posts for the Facebook page and research how to connect all communications to ensure consistency and ease of use. Denette to document process.

Stef and Bridget to start design of Facebook page

Lewendon nominated for small groups (3 or less) to work over the next month on items noted above, seconded by Duham. Motion passes 5-0-0.

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

Adjourned at 8:10pm.

Next Meeting August 11th @ 6:30pm at Town Office

Minutes written by D. Schlager