

Thursday, October 10, 2024 at 6:30pm —Town Office, Brentwood NH 03833

Recorded LiveStream: <https://www.youtube.com/live/w8TierMtjV8?si=tA7rGcrxgfrp8QVc>

Committee Members in Attendance:

Chair: Stefanie Lewendon; Vice Chair: Steve Dawson; Members: Becky Dunham, Letty Bedard, George Koch

Committee Members not in Attendance: Josh Bertoulin, Caleb Labbe

Advisory Members in Attendance: None

Guests: None

MEETING SUMMARY

The Brentwood, NH Communications Committee meeting on October 10, 2024, focused on recapping past activities and discussing future plans. The committee discussed the website and AV updates, noting that the website is constantly evolving. The email subscription feature on the website was not working properly, and the committee discussed the need for a point person to handle website inquiries. The committee also discussed the legal notices, which are required to be published in the newspaper and on the website. The committee decided to disband as a larger group and move forward as a pool of volunteers who can be called upon as needed.

KEY POINTS DISCUSSED

Meeting Opening

- The meeting began at 6:47pm with a review of the minutes from the previous meeting in March.

Email Communication

- Email from Jeff Donald regarding need for social services info to be presented on the website. INvited Jeff to volunteer to help with the welfare page. Becky requested to be put in touch with Jeff.

AV & Website Update

- Members worked since March independent of the committee to install AV, which is pretty much complete at this time
- Difficulty installing one wire
- Website continues to make changes and improvements
- The daily notification is not working and a request has been sent to MunicipalOne for it to be fixed
- Still a learning curve to use the website asa communication tool; but most staff are using it

Committee Status/Continuation

- Discussion to disband the committee in its current state
- Move forward with a pool of volunteers for town staff to enlist as needed.
- Continue to help with AV & website
- Possibility of annual website audit in March, after town meeting, to make updates
- Budget communication support
- Need to figure out if there still needs to be a point person or who/how to contact
- Recommend creating an adhoc committee for any larger needs
- Stef to communicate recommendation to the Selectbaord at a future SB meeting
- Motion to disband the committee by Stef, seconded by Steve, passed 4-0-0

Meeting Closing

- The meeting concluded with a motion to end the meeting at 7:00 PM.

*Respectively Submitted,
Stefanie Lewendon—Chairperson, Communications Committee*

Recorded YouTube meeting transcribed with UnstuckStudy.com (video to text with AI summary), combined with 'human' editing