

Communications Committee Meeting Minutes

April 14, 2021

Attendance: Pam Yoss, Jim Skidmore, Sean O'Connor, Jeanne Kingsley, Herman Matfew, Athena Sapir, Gentiana Brahimaj

Called to order at 8:05

1. Welcome Mayor's Youth Advisory Council member - Ritika did not attend
2. Review and accept minutes – March 10, 2021

Approved

3. Ongoing Status:

- a. Newsletter/Senior Newsletter Status - March/April newsletter sent

New submissions submitted 4/15, closed 5/1, publish date May 6

Sean would like to create an address book in google to send submission requests out

- b. Coffee & Conversation - Pam is planning

Manny and Alvero on 4/27 (Tuesday)

Invited town planner and Angie

Will be hosted on Zoom

Will be released to Tap tomorrow

4. Miscellaneous/Ad-Hoc Project Status:

- a. Historic Preservation Society project

Athena presented the package. Will talk to Historic Preservation Society about moving site over to town site

Jeanne to help with PayPal effort

- b. Safe Routes to Transit

Vendor selected, contract approved

Homeowners affected will need to be notified first

Town will need to have strategy to communicate about project, timeline, etc

Jim volunteered to help

Letters should be sent certified mail

Sean to draft language - Jeanne to reach out

c. CARES funding - newsletter & survey

Township awarded more CARES funding for printed newsletter for seniors

Do seasonal newsletters

Athena and Sean will edit

5. CivicPlus - status

Had 1st meeting

2nd meeting cancelled - Pam to follow up and ask for it to be rescheduled

6. Council presentation - next steps

Write up summary and release

7. Annual Budget Process - status

8. Old Business/New Business

Cable TV

Passed shared services agreement with Board of Ed

Asked board for SLA

Wednesday night concert series is scheduled

Happening in the Heights

Beautification Committee was doing a video

Postponed due to weather

Jeanne to reach out to Lucinda

9. Next meeting date - Wednesday, May 12

Meeting adjourned at 9:10 pm