Communications Committee Meeting Minutes

April 14, 2021

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

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