

**Communications Subcommittee
Community Center Building Committee
Public Meeting; Virtual Meeting Format
Wednesday, August 9, 2023
2:00 p.m.**

MINUTES

Attending: Tim Christenfeld, Wendy Kusik, Alison Taunton-Rigby, Krystal Wood

Also attending: Sarah Chester, Sara Mattes

Tim Christenfeld called the meeting to order at 2:08 p.m.

The Committee approved the minutes for the meeting of July 26, 2023.

The Committee discussed the outreach priorities for September, which will include the meeting schedule for September, the Community comparisons, and information about the Hartwell campus.

Sarah Chester reviewed the schedule for September, which will include a public forum on the 12th, regular CCBC meetings on the 13th and 27th, and the State of the Town Meeting on the 30th. The Communications Committee will send out a notice at the beginning of the month with the full month's schedule, and then will send reminders for each of the separate meetings.

Alison Taunton-Rigby has drafted communications documents on the Hartwell Campus and on LEAP. The LEAP document incorporates information from the LEAP Director, Katie Hawkins. The Committee agreed with the proposed approach – to provide town residents with overviews of the Hartwell Campus and its current occupants before detailing specific choices and constraints. Tim Christenfeld will circulate edited versions of the two drafts, and the Committee will review them further at its next meeting.

Tim Christenfeld and Alison Taunton-Rigby will draft a document on the community comparisons, with a particular focus on Dover and Wayland, and will circulate that document for review before the next Communications meeting.

The Committee agreed to meet at 2:00 p.m. on Wednesday, August 23rd.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,

Tim Christenfeld