

**Communications Subcommittee
Community Center Building Committee
Public Meeting; Virtual Meeting Format
Wednesday, August 23, 2023
2:00 p.m.**

MINUTES

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

Also attending: Sarah Chester

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

The Committee approved the minutes for the meeting of August 9, 2023.

The Committee reviewed an overview of September outreach topics that Tim Christenfeld had prepared.

Tim Christenfeld took responsibility for preparing the announcements of specific meetings, with details on meeting topics. Alison Taunton-Rigby has already drafted a series of outreach pieces on LEAP, Magic Garden, the LPS maintenance workshop, Strat's, the Hartwell pods, and additional site improvements.

The Committee decided to assign the preparation of some outreach documents to other members of the CCBC who had volunteered to help. Tim Christenfeld will ask Jonathan Dwyer to take responsibility for outreach on the organization of the September 30 SOTT. Sarah Chester suggested that we ask Jonathan Dwyer to coordinate with Kim Bodnar, so that the CCBC can be sure to make full use of any SOTT outreach that would come from the Select Board. Tim Christenfeld will ask Rob Stringer to prepare an explanation of the PRD and its activities and he will ask Dilla Tingley to do the same for COA&HS. Alison Taunton-Rigby said that it is likely that these documents already exist, and that it is important that we use existing documents where applicable.

Sarah Chester will provide existing SOTT presentations to Tim Christenfeld so that he can prepare outreach pieces on the work of previous Town Committees.

Wendy Kusik will prepare a poster with information about the public meetings in September. Sarah Chester suggested that the poster also include information about the public forums scheduled for October 10 and November 14, and about the Special Town Meeting scheduled for December 2.

Wendy Kusik suggested that the Communications team should also think about planning in-person outreach events. At its next meeting, the Committee will discuss plans for outreach at Donelan's and at the Transfer Station. The Committee thought that neighborhood coffees and other one-on-one meetings would be more effective in the build-up to the December 2 meeting.

The Committee agreed to meet at 4:00 p.m. on Friday, September 8th.

The meeting adjourned at 2:46 p.m.

Respectfully submitted,

Tim Christenfeld