

Thursday, September 8, 2022, 6:30–8:00pm  
Town Office, 1 Dalton Road, Brentwood NH 03833

## MEETING AGENDA

### 1. Administrative

- a. Review, make edits and approve minutes from last meeting
- b. Follow-up on participation of Selectboard member
- c. Consider options for a committee email address, vote if ready
- d. Discuss roles/method for answering emails

### 2. Development of Communication Plan

- a. Mission Statement - vote on finalized draft with all members present
- b. Update on preliminary draft of Public Communications Policy/Agreement
- c. Set goals to work on Communication Plan document

### 3. Initiatives

- a. Focus on 2 initiatives:  
How does Brentwood Work / Citizens Engagement in Town Government
- b. Do we want to brainstorm goals and/or create timelines for these initiatives?

### 4. Town Facebook Page Planning

- a. Selectboard update
- b. Steps and/or requirements to meet target launch in September

### 5. Establish Communication Needs

- a. Update on survey questions for collecting needs from town entities
- b. Discuss next steps

### 6. Exploration

- a. Detective work for website
- b. Possibility of meeting with Brentwood Newsletter team to discuss future content planning and areas of partnership
- c. Thoughts for future discussion

### 7. Set Action Plan & Agenda for Next Meeting

### 8. Non-Public Session:

May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i

### 9. Public Comments

### 10. Any other matter that may legally come before the Board

### 11. Adjourn