

Thursday, November 10, 2022 at 6:30pm  
Town Office, 1 Dalton Road, Brentwood NH 03833

**Committee Members in Attendance**

Stefanie Lewendon, Becky Dunham, Bridget Zacher, Steve Dawson  
Denette Schlager - via Zoom

**Committee Members not in Attendance**

Leddy Bedard, Josh Bertoulin

**Advisory Members**

Russ Kelly (Selectboard)  
Andy Gray (Recreation)

***The meeting was called to order at 6:33pm.***

**Administrative**

- Members approved the minutes from October 5-0-0
- No emails received this month

**Recommendation for Subcommittee Creation Process**

- Subcommittee Creation Process - committee reviewed and discussed scenarios, questions, and process.
  - Application form & proposed process - who would use it, amended wording, removed repeated language and discussed required and additional mediums of town communication. Adding additional mediums as needed.
  - Steve to make minor updates and then present to the select board for approval on November 15th .

***Stef made a motion to approve the Subcommittee Creation Process, and was seconded. No discussion. All in favor 5-0-0. Stef, Steve and Becky to attend Select boson 11/15 to request the committee to review both the Mission Statement & Subcommittee Creation Process.***

**Town Facebook Page/ Social Media**

- Phase 3 includes the town social media presence, identifying all town pages to partner and coordinating consistent presence/ branding across all pages
  - Bridge and Denette met with Daphne in October to offer support and discuss any issues or questions - Daphne was very happy and all is going well.
  - Stef met with Karen to create an admin login for her
  - Google search still not showing Facebook page - in process
  - Anyone who is posting should sign the social media policy - Stef to follow-up

- Create a list of all town facebook pages - can we link them? Do they need to be registered with the town? - in process

### **Establish Town Communication Needs**

Discussion on survey questions for collecting needs from town entities

- Stef to send email to planning committee chairperson (Kristin Aldred Cheek) to request master plan survey results

### **Website**

Josh not in attendance. Updates pending.

- Meetings -Josh to schedule 2nd meeting and invite committee members to attend if possible - Stef/ Josh to check with Karen on who should be included. Andy requested to attend
- Website development and maintenance costs - Josh asking companies for packages/ costs that other surrounding towns are on
- References - Josh asking for surrounding town references to contact directly
- Budget - does this need to go out to bid, or are there already funds set aside for website maintenance/ development - what are they? Need to reach out to Selectobard
- Other town websites - committee to ask library, police, rec and fire department for information and budget numbers

Discussion - Andy - there are a lot of things I can't do - would love to have an online registration process for sports, rec center as well as a rec calendar. Andy would like to be part of the exploration/capabilities meeting.

### **Audio/Visual Capability**

Camera/ recordings for public meetings. Josh was looking at recording - grants were being offered to towns during the pandemic - still researching.

- Discussion about funding - looking at grants, ADA requirements for those who cannot attend
- Community Center - has cameras for safety. Library, Fire department.

### **Exploration**

- Brochure/ Handout - goal from last meeting was not accomplished. Collection of information from committee - to be continued
- Resident handbook

### **.Set Action Plan & Next Meeting**

- Next meeting date: Committee decided to skip December and meet next on Thursday, January 12 @6:30pm

**Motion to adjourn by Stef, seconded, Motion passes 5-0-0.**

**Meeting adjourned at 7:44pm**

**Next meeting January 12th at 6:30pm at town office**