

Hampstead Communication Committee

11 Main St Hampstead, NH 03841

Agenda for Virtual Meeting 24-June-2020 at 6pm

Minutes: M. Gillette

1. RTK Meeting Checklist

As Chair of the Hampstead Communication Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting.

All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-929-205-6099** or by clicking on the following website address: <https://us02web.zoom.us/j/89263759088> The password is: **239718**

b) Providing public notice of the necessary information for accessing the meeting;

Instructions are provided on Hampstead's town website at: <https://www.hampsteadnh.us>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please email the committee at: **Hampstead.NH.CC@gmail.com**

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at another time.

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Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Chairperson M.Gillette:

Vice Chairperson D.Della Selva:

Member J.Lacasse:

Member D.Meyer:

2. Call to order

3. Opening remarks by the Chairman

Overview of the RTK. Noted that other committees are not recorded.

Role Call.

Note that Suzanne was unable to remain on the HCC because of family commitments. She will be missed.

4. Review and approval of minutes

2020-05-27 meeting minutes. Converted to a PDF and to be posted to the HCC webpage.

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5. Old Business

Matt added HCC names to the Hampstead Communication Web Page and added the group email to the page.

Post accepted 6/11/2020 Team Charter to HCC's Webpage:

Hampstead Communication Committee Charter:

"The purpose of the Communication Committee is to help manage the information flow from the Town of Hampstead's boards and committees to the general public. This committee will make recommendations for creating, enhancing, and maintaining communications via digital and print media to improve the town's communication. Each Board/Committee on the Town of Hampstead's website has its own section on which they can provide their own content and updates, and we offer 1st level technical assistance when help is needed. We do not attend other committee meetings but will reach out to their contact to help ensure their content is posted in a timely manner."

Reassignment of the different committees on the Excel sheet. Deb updated the sheet with assignments and applied a heat map for current communication status.

6. New Business

Status of Town of Hampstead Facebook page.

- Discuss options and plans for creating an "official" town facebook page

7. Other Business

Discussion on the form letter to the committees to introduce ourselves. Assigned to committee members 5/27/2020 to bring to the June meeting.

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8. Adjourn

Next Meeting:

07/29/2020

Virtual Meeting via Zoom

Minutes: TBD