

Hampstead Communication Committee

Date: 06/24/2020 6 PM

Minutes: M. Gillette

Zoom Meeting

**Attendees:**

M. Gillette, J. Lacasse, D. Meyer, D. Della Selva

**Agenda Item Discussions:**

2. Call to Order

- 6:04pm Matt called the meeting to order

3. Opening Remarks

- Overview of the RTK checklist.
- Role Call: all attendees listed above were present and had no other persons in the room.
- Noted that Suzanne Finocchiaro had to step down from the committee, with regrets.
  - Matt will email Sally to confirm how to announce a call for a replacement volunteer

4. Review Minutes

- The minutes from the 5/27/2020 meeting were unanimously approved after a motion was made and seconded.

5. Old Business

- The committee charter was unanimously approved to be posted on the town website after a motion was made and seconded.
  - Matt will post the charter on the website
- A discussion was had around getting each member of the committee their own user account, so they possibly can access other committee sections to help post content, train others how to post content, etc.
  - Matt will email Sally to discuss this plan, with the goal being to get everyone their own user account and access.
- With the absence of Suzanne, we re-allocated her previously assigned outreach committees to the rest of us.
- A discussion was had about the “form email” that was drafted for each committee member to use to reach out to their assigned committees for introduction, and we were all in agreement that it will be used (and can be altered in the case it makes sense for the corresponding outreach).
  - Matt will reach out to Sally to get contact emails for the people who don’t have one listed.

6. New Business

- A broad discussion was had about how to implement a town-owned facebook page, to offer “official” news and updates. Denise & Deb will come up with a first draft of a plan and processes (moderation techniques, etc.) which could be presented to the BOS in the future.
- The group discussed the current facebook group which is linked from the town website, and whether or not we should have the link removed (it’s run by a real estate agent) and is not an official page.
  - Matt will email Sally to see if any history exists around why that group was linked to, and see if it could be removed.