

Communications Committee Meeting 1/23/2020

Meeting began at 6:00

Follow up discussion on the building department materials. Completed.

Discussed creating a group email address for the comprehensive planning committee that would distribute to all members. Is this possible? Would there be an issue with external accounts? Further discussion needed.

Website:

Discussed the "How Do I" section of the town website. Possibilities of adding new subjects such as FOIL, get a building permit, get a marriage license, special use permit, pay taxes etc. Would it be beneficial to build this out more?

There is a section on the website called "Citizen Action Center" with dropdown choices. Where do messages sent through this form go? More research is needed.

Is there a place for citizens to submit website navigation questions? If someone can't find something, what can they do? It was determined that verbiage should be put together that would direct the user to call or email Beth Anne. This would be discussed with the board for final approval.

Facebook:

The facebook page needs direction. It would likely be beneficial to have a guideline drafted surrounding the town facebook page. What are other towns doing on social media? Committee agreed to research and bring to the next meeting so that ideas can be presented to the board. The direction of the facebook page will be discussed with the town board to determine a shared vision is accomplished.

Committee:

Is there a regular date and time we could set for meetings? After discussion it was determined that it would be difficult to set a recurring date between the scheduling constraints of committee members and the availability of the meeting room. The communications committee will schedule meetings on a month to month basis at this time.

Signs:

Brief discussion surrounding the benefit of having a sign out front of town hall that could be easily updated to display information to the public. Workshop meetings and information that is important to the public could be displayed. An idea for future discussion.

Meeting over @ 7:00

Respectfully submitted by Michelle Munson