

**TOWN OF CHATHAM**  
**COMMITTEE MEETING MINUTES**

- **COMMITTEE: Communications Committee**
  
- **MEETING CHAIR: Abi Mesick/Linda Laurange**
  
- **DATE: 03/03/2020**
  
- **TIME: 6 PM**
  
- **LOCATION: 488 State Route 295, Chatham, NY 12037**
  
- **COMMITTEE MEMBERS PRESENT: Michelle Munson, Linda Laurange, Abi Mesick, Melissa Pollack, Jeanne Veillette Bowerman, John Wapner, Ted Miner**
  
- **COMMITTEE MEMBERS ABSENT: Jesse Ortiz, Tammy Shaw and Beth Anne Ripple**
  
- **OTHERS PRESENT: Donal Collins, Karen McGraw**

- **CALL TO ORDER:** Meeting called to order at 6:00 PM by \_\_\_\_\_.
  
- **APPROVAL OF PAST MINUTES:**
  
- **GUEST SPEAKER/PRESENTATION:**
  
- **AGENDA/DISCUSSIONS:**

1. The google hub has not been installed yet. Pending.

2. Discussed committee posts to the website. Agendas and minutes missing from the various committees. Will discuss website status with town clerk. What is the process for updating the website? Committee will offer assistance if needed. Memo will be sent to the various committees outlining minutes and agenda posting process and asking them to follow protocol. Communications committee discovered a process issue with the submission of its own minutes and will work to remedy. It was decided that Committee Chairs do not need access to update the website at this time. Town employees will continue to post agendas and minutes to the website. E-Notify is available from Revize. Tammy needs additional information. Linda will continue to research.

3. Crellin Park information will transition to website. Who will update? John will follow up. Crellin Park link on the home page sidebar is already done.

4. Facebook - Moving forward. Community has been responsive.

5. Mailer Idea - Would it be beneficial to put a town mailer in with the tax bill? Will discuss as a future idea.

6. May be beneficial to develop materials for residents new to the area.

If buying a home, here' s what you need a permit for. Here' s how you get a dog license etc.

**NEXT MEETING:** 04/07/2020

**ADJOURNMENT:** 7:32 PM

Respectfully Submitted By,

\_\_\_\_\_, \_\_\_\_\_  
(Name) (Date)