

TOWN OF SWAMPSCOTT
MUNICIPAL COMMUNICATION COMMITTEE

March 16, 2016 Meeting (7:30 pm, SHS Room B208)

Agenda:

- 1) Review of last meeting, approve minutes
- 2) Initial Project: Town Meeting Warrant
- 3) Planning Future Projects
- 4) Committee Election: Chair, Vice Chair, Secretary

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March 3, 2016 Meeting (6:30 pm, SHS Library)

Minutes:

- 1) Attendees: Amy Dragani, Jennifer Nisbet, Amy Sessler Powell, Glenn Paster, Diane O'Brien, and Naomi Dreeben, Board of Selectmen Liaison
- 2) Attendees introduced themselves and shared their areas of communications expertise
- 3) Discussed Purview of Committee:
 - Communication on issues, policies, programs, and events which the Town would like publicized
 - Members wish to help Town distribute timely, correct information
 - “Bones” of the work may include: Development of Social Media (eg. Town facebook page), monthly article in The Swampscott Reporter, Highlights of major items in the Town Meeting Warrant, Press/Media Releases, Recommendations for Website improvement
 - Approval Process: Ideas for publication will be approved by Town Administrator prior to work commencing. Town Administrator will review and approve final piece prior to release.
- 4) Logistical Questions:
 - How do we assemble electronic distribution list?
 - How will information be distributed to residents?
- 5) Next meeting date and time set. Meeting adjourned 7:30 pm.

Submitted by N. Dreeben 3/12/16