

## CMSBC Communications Subcommittee Meeting 2.25.21

Via Zoom

### Attendees:

Heather Bout, Chair

Kate Hanley

Laurie Hunter

Kristen Olsen, SMMA

Duclinh Hoang, Hill International

Ms. Bout called the meeting to order at 12:02pm.

### Minutes

There were no previous Minutes to approve.

### Communications Plan

Ms. Bout reviewed the Communications Plan approved 12/16/19.

### Public Events

The Committee discussed plans for Public Events. Tentative dates for public forums are:

- Saturday, April 3, 10:00am (to be confirmed)
- Week of May 10-14 (Laurie will check school calendars)

Two groups were added to the list of Listening Sessions (Concord Business Partnership and Climate Action Advisory Board), bringing the total to 15 sessions including past and planned.

### Public Survey

The Committee discussed a draft of a public survey but determined that most of the questions have been addressed through live discussions (Listening Sessions and Forums) and emails received. The committee will look at a new draft at our next meeting that will address more forward-looking questions.

### Reporting of Public Input

The Committee discussed reporting of public input and decision making processes. It was decided that an Idea Cloud would be an effective way of representing input collected from the survey. For questions and comments from the forums, we will post the transcripts. For email input, we will look into aggregating comments in list form. This will be discussed further in relation to the website.

### Website

The Committee discussed the project website briefly with regards to deciding whether to maintain the current site or migrate to a Google Site. Laurie will investigate hosting capability through district accounts, and we will follow up to discuss further at our next meeting.

### Next Meeting

The Committee scheduled the next meeting for Friday, March 5 at 12:30pm.

### Public Comments

Karlen Reed, 83 Whits End Road, commented that the building project process and communications have been transparent and clear and thanked us for our work. She also asked whether we will be able to provide some sort of update on the building project at the June Town Meeting even if there is nothing related up for a vote. We agreed to look into this question.

Motion to adjourn by Kate Hanley. Seconded by Heather Bout. Vote was unanimous. The committee adjourned at 1:01pm.

*Upcoming Meetings: Friday, March 5, 12:30pm*

Approved: 3.5.21