



Winchester Communications Study Committee Approved Minutes February 17 2022 via Zoom

Committee Chair Lance Grenzeback called the meeting to order at 4:30 p.m. Present: Casey Bauer, Lance Grenzeback, Tara M. Hughes, Shukong Ou, Carol Savage, Betsy Wall, Joyce Westner, Roger Wilson. Absent: Dorothy Simboli.

Also present Ex-officio Town Clerk MaryEllen Lannon, Winchester Public Schools Operations Manager Andrew W. Marron. Absent: Acting Town Manager Beth Rudolph

Lance Grenzeback opened the meeting at 4:30 p.m. A motion was made and seconded to accept the minutes of the previous meeting with corrections. The motion was unanimously approved.

Lance showed the committee a proposed design for the town's CSC webpage. He also showed the FAQ document which will evolve as more questions arise or answers are found. **Lance** also said he will update the CSC's work plan by the next meeting.

Lance and Carol Savage presented a revised list of issues divided into categories, including within town government, between government and town meeting, between town meeting members and constituents, etc. **Members** are asked to prioritize the list and discuss at the next meeting and perhaps use other software. **Carol** will send the list as a Word document to the committee. Casey Bauer reminded the group that at Spring Town Meeting we should present the issues, and Lance said along with a hint of possible solutions.

Betsy Wall suggested documenting communication assets. **MaryEllen** will document town assets; **Andrew Marron** will document school department assets; **Roger** will investigate media assets and would like **all members** to send him suggestions of standard questions to ask about them.

Casey Bauer, Carol, Lance, and **Shukong Ou** volunteered to continue sorting the list of issues for further committee discussion. **Carol** will again book a room for this.

A discussion about town staff's responsibilities for communication included Tara Hughes's statement that not only staff but boards' and committees' responsibilities should be including in our recommendations. Roger discussed our work with WinCAM director David Gauthier who says WinCAM has a lot of unused capacity.

Survey to town meeting members was discussed and a motion made, seconded and approved to send out the survey on Feb. 28 from **MaryEllen's** office, due back by March 4.

Andrew Marron, will share the school system's communications methods at the next meeting.

Public comments: **Maura Sullivan** volunteered to help the committee.

Next meeting will be via Zoom on Thursday, March 3 at 11:30 a.m. The meeting adjourned at 6:15 p.m.

Respectfully submitted,
Joyce Westner, Recording Secretary