



**Winchester Communications Study Committee Approved Minutes  
June 1, 2022 via Zoom**

Committee Chair Lance Grenzeback called the meeting to order at 12 noon. Present: Casey Bauer, Lance Grenzeback, Jennifer Haefeli, Tara M. Hughes, Constance McGrane, Shukong Ou, Carol Savage, Joyce Westner, Roger Wilson. Absent: Dorothy Simboli, Betsy Wall. Ex-officio Town Clerk MaryEllen Lannon, Public Schools Operations Manager Andrew M. Marron.

Also absent: Ex-officio Public Schools Superintendent Frank Hackett, Acting Town Manager Beth Rudolph.

A motion was made and unanimously approved to accept the minutes of the previous meeting with corrections.

Status reports: Chamber of Commerce is satisfied with our progress. Carol and Shukong will ask Jenks to send out the survey to their members. Also discussed is that Lance, Carol, and Jen will propose which town staff members will be interviewed. Roger will continue to determine town communications expenditures.

Town Day (June 4). Lance and Carol obtained a permit and a canopy, and setup will begin at 7 a.m., although we don't know yet where our booth will be. Shukong ordered a banner made with a QR code to our webpage. The survey will be ready by Town Day and a small paper handout with a QR code for residents to take home and fill out. Jennifer suggested adding a fourth question: what other sources do you use to get information? Make name and email address optional. Carol will print some copies of the survey for those without technology to fill out and mail in. Carol will tabulate response. Shukong's group also created a list of questions for those staffing the booth to use as prompts to get discussion going. MaryEllen and Roger both offered use of whiteboards and easels. Andrew can also print out info about the school department's communications methods. MaryEllen will bring a binder with town by-laws and charter.

Issues and solutions: Lance tabulated and organized our responses to the Issues list, and put the items in clusters. He will send out the document with scores, and also the Clusters document, including who offered to work on each of the clusters. MaryEllen reminded us that the town will form a Charter Review Committee and that the By-laws also need to be reviewed. Casey points out we need to present recommendations for possible mandates to Fall Town Meeting with clear guidelines and accountability.

Next meeting is on Wednesday, June 8 at noon, and will ask Town Common folks to speak for ten minutes at the end of the June 15 meeting. The meeting adjourned at 1:30 p.m.

Respectfully submitted,  
Joyce Westner, Recording Secretary