

TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE
Monday, May 05, 2008
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Joyce Crepeau, Patrick McGlamery, Toni Moran, Richard Pellegrine,

Late: Leila Fecho, (7:15)

Absent: Aline Booth, Bill Powers

Elected Officials and Staff: Maria Capriola, Jaime Russell, and Mary Stanton

1. **CALL TO ORDER** 7:00 PM by Toni Moran, second by Patrick McGlamery
2. Motion to approve minutes from Monday, April 28, 2008 meeting. Motion made by Richard Pellegrine and seconded by Patrick McGlamery. All approved.
3. No hearing from the public
4. Old Business: Agenda & Minutes to be posted at least 24 hours before next meeting. Meetings are set for the first and third Monday's of the month, to be held at the Audrey Beck Building in an available room. Motion made by Richard Pellegrine and seconded by Patrick McGlamery.
5. Minutes to be drafted and sent via email before next meeting, any amendments, or adjustments to be made by the presenter of the minutes. It was agreed that the minutes are to be taken in a rotating manner set by last name in alphabetical order.
6. Emails and phone numbers of all in attendance were checked and corrected.
7. Members of the CAC (Communication Advisory Council) are to print agenda and related material from their home computer and bring it with them to the meetings. Two copies will be provided by the staff.
8. Looking over the Town of Mansfield Council Adopted Budget 2008/2009. One mistake on page 22 was found by Leila Fecho. A minus sign on motor vehicles. The committee thought next year the glossary should be in the front of the booklet and not in the back.
9. Jamie Russell, town staff IT member, spent time going over the town's Web site. Which brought up the need for a possible class at the Community Center

&/or Senior Center to help residents know what is on the Web site and how to maneuver through the site.

10. A discussion on how to reach out to members of the community via the media and members of the CAC were to contact media for numbers of residents in Mansfield who use these types of media:

Leila Fecho: to talk to Curt Vincent about a class for the Mansfield Web Site.

Patrick McGlamery: Numbers of students in the Schools.

Toni Moran: Numbers from Charter Communication and AT&T.

Richard Pellegrine: Numbers from the Chronicle and the Hartford Current

11. Items for future Agendas: how the town is communicating, review of the town meeting, review advice on communicating to the Council, media project, up grading council meetings, hearing device for hearing impaired residents, over head media, LCD overhead, and other brain storm ideas.

12. **Adjournment** at 8:45.

Respectfully submitted, Joyce Crepeau, member of the Communications Advisory Committee. Revised as approved 6/4/08 by Leila Fecho, member.