

TOWN OF MANSFIELD  
COMMUNICATIONS ADVISORY COMMITTEE  
Monday, April 28, 2008  
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Aline Booth, Joyce Crepeau, Leila Fecho, Patrick McGlamery, Toni Moran, Richard Pellegrine, Bill Powers

Elected Officials and Staff: Mayor Paterson, Maria Capriola, Matt Hart, Jaime Russell, Mary Stanton

I. CALL TO ORDER

The Committee decided that the secretary position will rotate each meeting alphabetically by Committee member last name.

II. INTRODUCTIONS

Committee members introduced themselves to the group, touched upon their backgrounds, and expressed their interest in serving on the Committee.

III. ETHICS ORDINANCE

Mr. Hart reviewed the ethics ordinance with the Committee. Also distributed was the resolution that created the Committee. Ms. Paterson and Ms. Booth discussed the role of an advisory committee to Council.

IV. TOWN MEETING MATERIALS

Mr. Hart reviewed and commented on advertising and draft budget materials for the upcoming annual Town Meeting which will be held May 13<sup>th</sup>. When reviewing the materials, Mr. Hart noted changes such as presenting information at the program level per a change to the Charter. Ms. Fecho, Ms. Moran and Mr. McGlamery made suggestions for improvements to the draft materials. Ms. Fecho suggested showing budget cuts made by the Region and that the Capital Fund program lines be numbered. Ms. Moran recommended including a glossary of acronyms and to list each program within the appropriations act (resolution). Mr. McGlamery suggested that an explanation of the terms actual, adjusted, adopted and proposed be provided. Mr. Hart stated that Town staff will try and post the Town Meeting budget materials online in advance of the meeting, in addition to providing hard copies at the Mansfield Public Library and the Mansfield Senior Center.

V. NEXT STEPS

*Meeting schedule:* The Committee decided that initially it would meet twice a month, on the first and third Mondays at 7pm, beginning May 5<sup>th</sup>. The Committee agreed to discuss its future plans, tasks, etc. at their next meeting.

*Selection of Chair:* The Committee voted on Ms. Toni Moran to serve as Chair.

*Other:* Mr. Russell agreed to set-up an email account for the Committee. Mr. Russell will publish the email account on the Town's website.

VI. OPPORTUNITY FOR PUBLIC TO SPEAK

There was no one from the public who wished to address the committee at this meeting.

VII. ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Respectfully submitted, Maria E. Capriola, M.P.A., Assistant to Town Manager